

Palomar College
Dual Enrollment

Student & Parent
Handbook
2023-2024





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Palomar College Dual Enrollment Program

Mission:

Establish high-quality, innovative pathways designed to help students choose a path to an associate degree, certificate, or 4-year institution transfer, while gaining the necessary skills to begin a career and providing access to resources that enable students to stay on track in their educational journey.

Vision:

- Promotes equity and access to college credit.
- College classes take place at the high school.
- Classes are taught by Palomar instructors that are approved to teach at a California Community College.
- Classes are completely free and include textbooks.
- Palomar sets up the dual enrollment program according to the needs of the high school and its students.

Goals:

- Students will experience a seamless transition to post-secondary education and career technical education.
- Reduce the time required for completion of post-secondary education and career goals.
- Save students and families significant tuition, fees, and textbook dollars.
- Higher success rates in college and personal careers.

Motto:

Learning for success.

Welcome

Dear Student and Parents:

Congratulations on your admission to Palomar College's Dual Enrollment Program! Your decision signifies your determination to work hard and persevere in advancing your academic and personal goals. We are honored to have you join our program.

You have an amazing opportunity before you and an opportunity to embark on a journey that will be challenging and rewarding. You will be supported every step of the way. We encourage you to explore and to take advantage of all the resources and services Palomar College has to offer.

Students who attend Dual Enrollment courses are known for their educational achievements, but also for their diligence, and drive to succeed. We are proud of our Dual Enrollment Program partnership with your high school, and especially proud of our current and future alumni.

This student handbook has been prepared to provide you with important and helpful information about campus resources, student life, policies, and procedures. As you embark on your academic journey, please keep this handbook nearby as a reference.

We are proud to have you as part of the Palomar College family, and we wish you a successful year of accomplishment and growth. If you ever have questions, you can inquire with your instructor, your high school counselor, and always feel free to email us at dualenrollment@palomar.edu.

Welcome and congratulations again. We are glad you are here and wish you well.

The Palomar College Dual Enrollment Team

Jennifer Finn – Supervisor
dualenrollment@palomar.edu

Dr. Glyn Bongolan – Pathways Specialist

Dana O'Callaghan – Counselor for PPMC

Eva Amezola – Counselor

Susan Rogers – Outreach Specialist

Linh Truong – Peer Mentor

PROGRAM DESIGN

WHAT IS DUAL ENROLLMENT

Dual Enrollment is a CCAP partnership between your high school and Palomar College. CCAP is the California College and Career Access Pathways, which allows high school students to take college courses, taught by college faculty, on your high school campus or a Palomar College education center. High school students are provided an opportunity to achieve high academic goals through providing college coursework in a challenging, supportive, and motivating setting. Students may earn significant college credit, a certificate, and/or an AA degree upon high school graduation, as well as credits towards a high school diploma.

MIDDLE & EARLY COLLEGE HIGH SCHOOLS

Middle and early college high schools are components of Dual Enrollment and are unique configurations of high school grade levels and postsecondary education. Students typically begin college classes as high school freshmen and continue through to high school graduation. Middle and early college high schools allow high school students to earn substantial college units concurrently with high school graduation credits, as well as receiving direct and invaluable access to Palomar College services and college experience. Classes are typically held at a Palomar College education center.

TUITION, FEES, AND TEXTBOOKS

Palomar College waives the tuition, health fees, and student fees for Dual Enrollment students, and the textbooks are provided by the high school. If the Dual Enrollment class is held at a Palomar College education center, the student must purchase a parking permit if parking a vehicle on campus*.

BENEFITS OF DUAL ENROLLMENT

The Dual Enrollment Program is a tremendous opportunity for high school students to take college credit courses for FREE! Students can lower their education costs and save time in college. Some of the benefits include but are not limited to:

- Start your college education while still in high school and in a familiar environment.
- Receive both high school credit and college credit at the same time with the same course.
- Less time required after high school to finish a college degree or technical certification.
- Students enjoy free access to all Palomar College resources.
- Better prepared for the rigor of college and higher rate of college success and graduation.
- Saves students and families substantial money as Dual Enrollment waives tuition, health and student fees, and textbooks are provided by the high school.

THINGS TO CONSIDER PRIOR TO TAKING A COLLEGE CLASS

- Grades become a part of an official college record.
- If you fail a class, it could adversely affect financial aid once in college.
- Most, but not all, classes are transferable to all four-year universities.
- College-level content and college faculty expectations may be a difficult adjustment.
- Dual enrollment students are college students, so parents are not able to speak to professors directly. The privacy of student educational records is protected by the Family Educational Rights and Privacy Act (FERPA).

APPLICATION, ADMISSION, and ENROLLMENT PROCESS

- **Talk** to your high school counselor about available courses.
- **Apply** to Palomar College **online**. Click here on **Application Instructions** for help.
- **Complete** the **K12 Special Admissions Approval Form** and Health Consent including student and parent signatures.
- **Submit** the **K12 Special Admissions Approval Form** to your high school point of contact for signature.
- **Complete** your **residency paperwork** if you are flagged for out of state residency. Email form and documents to admissions@palomar.edu.
- **If you have a disability, an IEP, or 504 Plan and seek accommodations in your Dual Enrollment Course:** Complete an **application** and submit **verification of a disability** to the Palomar College Disability Resource Center (DRC) to determine eligibility and discuss accommodations: drc@palomar.edu or 760.744.1150, ext. 2375.
- **Course enrollment** will be conducted by Palomar College's Dual Enrollment once your high school official submits completed paperwork.

For first time applicants, you will receive your Palomar ID number via the email used in the CCC Apply application approximately 3 business days after submission.

ACTIVATE ACCOUNTS

After completing your Palomar College application:

- Retrieve Palomar ID number from **MyPalomar** "ID/Password Help." *Do not enter SSN if you know your ID number.*
- You may also locate your Palomar student ID number in the welcome email sent by Palomar to the email you used in the college application.
- Create a password on **MyPalomar**.
- Keep your Palomar ID number and password in a safe place! You'll use the same password for Canvas. Use this **form** to keep track of your information.

- Sign into **MyPalomar** at <https://my.palomar.edu> and click the Student Center Tab and fill out the Palomar Placement and Pathway surveys, if necessary.
- Activate your Palomar College student email and check it at least once per week. This is also in your MyPalomar portal under the WELCOME tab. This is our only means of communicating with you.

DISABILITY, IEP OR 504 ACCOMODATIONS

Accommodations listed in an IEP or 504 will not automatically be approved or applied to your Dual Enrollment course. **High school students** enrolled in a Palomar College Dual Enrollment course seeking disability-related accommodations, such as extended exam/quiz time or note taking services, **are responsible for applying to our Disability Resource Center.**

Steps to Apply for Services

- **Fill out and sign the DRC application**
[Fill out the DRC Application](#). You will need to log in with your student email and password to access the application (Student Login: Full Email JDoe1234@student.palomar.edu and password).
- **Obtain verification**
Students are responsible for providing Verification of Disability documentation. Access the [verification of disability form](#) from the "[DRC Forms](#)" section of the website or obtain documentation from one of the following:
 - Medical Provider
 - Clinician (Psychiatrist, Psychologist, LCW, MFT)
 - Learning Disability Specialist
 - School District (i.e., Psychological Educational Report, IEP)

Such documentation should include information such as the following:

- Student's Full Name
- Diagnosis (i.e., specific learning disability; ADHD; fibromyalgia; migraines; etc.)
- Name and certification/credentials/license of the professional
- Name of the organization/entity (e.g., San Marcos Unified School District; Family Care Medical Practice; Veteran Affairs)
- Listing the functional limitations of the diagnosis (e.g., difficulty walking, seeing, hearing, etc.)
- Date(s)
- If you have an IEP or 504, also submit any related psychoeducational testing or reports.
- **Fax, e-mail, or mail completed documents:**
Fax: 760.761.3509
E-mail: drc@palomar.edu
Mail: ATTN: Palomar College DRC
1140 West Mission Rd.
San Marcos, CA 92069
- **Once all documents have been submitted:**
A DRC Counselor or Director will review the verification of disability documents. A DRC Front Office Professional will then contact you within three business days, or 72 hours, to request any missing documents or to schedule the welcome appointment.
- **Setup Your Palomar E-Mail:**
E-mail Set Up: <https://www.palomar.edu/enrollmentservices/email/>

WELCOME LETTER & RESOURCES

Each semester, after being enrolled into a Dual Enrollment course, you will receive a Welcome letter from the Office of Dual Enrollment regarding your class(es) for the semester. Additionally, Dual Enrollment will provide our Dual Enrollment Handbook, our Palomar College Resource Guide with live links to resources, the Dual Enrollment counselor's schedule for the semester with a QR code to schedule appointments, and a Canvas 'How To' guide with short videos helping you master Canvas. All emails and information are sent to students via your Palomar College student email. Be sure you are monitoring your Palomar College student email for important communications.

GRADES

Passing classes with a "C" or better is required for college credit at Palomar College. Understand that grades become part of your permanent college transcript and that a failing grade can affect future financial aid in college.

ADD, DROP, AND WITHDRAWAL POLICY AND PROCEDURES

Dates and Penalties

Students who decide not to complete a Dual Enrollment course after being enrolled must first contact their high school counselor. Thereafter, the high school counselor will contact Dual Enrollment, and Dual Enrollment will drop the student from the course.

- If a student processes a drop during the first two weeks of a full semester course, or first 20% of a short-term course, no grade will be assigned, and no notation will appear on the student's permanent record.
- Between the second week and the eighth week of a full semester course, or between 20% and 50% of a short-term course, a student may process a drop at their discretion and receive a withdrawal (W grade).
- After the eighth week of a full semester course, or 50% of a short-term course, only evaluative (A, B, C, D, F, FW) or Incomplete (I) grades shall be assigned.
- Students have until the last day of instruction to file a petition for a Pass/No Pass grade. The P/NP form needs to be completed by the student and emailed to admissions@palomar.edu. Here is a link to the P/NP form: [Pass No Pass Petition](#).

Students are expected to attend classes. Failure to attend classes can result in an "FW" grade, unless the student executes a drop within the time periods indicated above.

Students can locate the exact dates and penalties in their MyPalomar Student Center. Once logged in, click the 'Other Academic' drop-down menu, and select 'Class Schedule.' Then, select the semester. This will bring up a list of all the classes you are currently enrolled in for the semester, along all the drop deadlines.

Remember to contact your high school counselor before dropping your class, as it may impact your high school graduation.

RESIDENCY

If you are marked as an Out-of-State student, please **update your Residency in your first semester:**

Follow these steps to update your residency:

1. Complete the [Request For Review of Residence Status Form](#)
2. Submit copies of the following documentation:

United States Citizens:

- a) California driver's license,
- b) California vehicle registration,
- c) California Resident Income tax return (form CA 540) for the prior year*,
- d) Proof of physical presence in the State of California dated one year and one day prior to semester of reclassification.

Non-United States Citizens:

- a) Valid immigration documentation that can establish domicile (i.e. [Permanent Residence, DACA](#)) dated one year and one day prior to the start of the semester of the request for reclassification,
- b) California driver's license,
- c) California vehicle registration,
- d) California Resident Income tax return (form CA 540) for the prior year*,
- e) Proof of physical presence in the State of California dated one year and one day prior to semester of reclassification.

3. Documentation can be submitted: in person (SSC building, San Marcos Campus, or any of our education centers), via email to: admissions@palomar.edu, via fax to: (760) 761-3536 or mail to: 1140 W. Mission Rd. San Marcos, CA 92069 Attn: Admissions

4. Please contact the Admissions Office in 48 hours to confirm your items were received and processed.

5. If you are: a military dependent, please visit the [military exceptions](#) page.

6. If you do not meet the above listed residency requirements, please visit: [Assembly Bill 540](#).

7. **Special Immigrant Visa holders, Refugees, T and U visa holders** who have resided in California less than one year please visit this page.

8. Appeals-students who have gone through the residency reclassification process (as listed above) and whose residence status is denied may submit an [appeal](#) with additional supporting documentation.

The burden is on the student to demonstrate clearly both physical presence in California and intent to establish California residence. (T5 54026)

****If you are claimed as an exemption for income tax purposes, also submit the California Resident Income tax return for the prior year of the parent or parents that claim you.***

UNIT PETITION

K-12 students are limited to 7 units in Fall or Spring terms and 5 units in the summer session. Students can petition to exceed these limits in some circumstances. Complete the [K12 Special Admission Unit Petition](#) and submit it to the Admissions Office admissions@palomar.edu with unofficial transcripts of high school and college grades to demonstrate your past success with taking an increased unit load.

Students who are new to Dual Enrollment and Middle College High School can take up to 7 units and no more than 2 courses in their first semester at Palomar College.

New students interested in taking more than 7 units in their first semester must complete the [K12 Special Admission Unit Petition](#) and submit it to the Office of Dual Enrollment at dualenrollment@palomar.edu with an unofficial high school transcript and college grade to demonstrate past academic success.

HOLDS ON ACCOUNT

Middle College High School students who encounter a hold on their Student Account when attempting to enroll into a course should look in their Student Center's Holds and Notifications box on the right-hand side of their Student Center to see what the hold is regarding. It may be one of the following:

- | | |
|-------------------------|---|
| • SSN – Social Security | Contact: Admissions or dualenrollment@palomar.edu |
| • Library Fees | Contact: Library |
| • U16 | Contact: dualenrollment@palomar.edu |
| • U18 | Contact: dualenrollment@palomar.edu |

WAITLIST

Getting on a Waitlist

If a class is full, you can add yourself to the waitlist. Not all classes have a waitlist. When a seat becomes available, you may be added to the instructor's permission list to add the class. Here's more information on [waitlists including placing yourself on a waitlist](#). Check your Palomar email daily, as you will be notified if Palomar enrolls you in the class.

Waitlist Procedure

MyPalomar uses an auto-enroll system. Auto-enroll will automatically enroll you when a seat becomes available.

- You will be notified via email if you have been auto-enrolled from a wait list into a class.
- If a student is automatically enrolled in a class, additional fees will be charged by this enrollment and must be paid within ten calendar days to avoid being dropped.
- Classes for which you are waitlisted do not count as official enrollment and may not be used to fulfill enrollment requirements toward financial aid, Veterans benefits, athletic participation or verifications of enrollment.

Students will **NOT** be auto-enrolled from the wait list if any one of the following conditions exists:

- Corequisites or prerequisites for the waitlisted class are not met.
- Hold on student record (past due fees, address hold, SSN verification, disciplinary hold, etc.).
- Official enrollment into the same course but different section.
- Time conflicts with another course.

DIFFERENCE BETWEEN DUAL ENROLLMENT & ADVANCED PLACEMENT

Advanced Placement	Dual Enrollment
<ul style="list-style-type: none">• Students must take an AP exam to earn college credit after completing the class.• AP exams passed with a 3 or 4 do not always fulfill college requirements.• Set list of AP exams• Exam fees are \$94 for each exam• Selective private universities give credit	<ul style="list-style-type: none">• Students earn college credit after completing the DE class.• DE courses fulfill college requirements as long as the class is passed with a C or better.• More course options.• Free tuition, fees waived, and textbooks provided• Some selective private universities will not give credit while in high school

Advanced Placement (AP) courses prepare students to take the AP tests in various subject areas. If students score well on the exam(s), some colleges (but not all) will give the student college credit.

Through Dual Enrollment courses, all students who successfully complete the course with a 'C' or better will always receive college credit. Palomar College has many articulation agreements with the California State University and the University of California systems which allow students to transfer their college units to those universities. Most private colleges and out of state colleges also accept the transferable units.

PALOMAR COLLEGE STUDENT ORIENTATION

New students may complete a 30-minute Palomar College online student orientation. To access the orientation content, login to your MyPalomar Student Center and look for the New Student Orientation link in your To-Do list items. For more information, please visit **[New Student Orientation \(palomar.edu\)](#)**. For assistance, contact outreach@palomar.edu. It is recommended that you do not use Internet Explorer when using MyPalomar, Orientation, Canvas, etc.

HOW TO VIDEOS

- **[Change your MyPalomar Password](#)**
- **[Find](#)** your student email address
- **[Log into](#)** your student email
- **[Login to Canvas](#)**
- **[Register](#)** for classes (if classes are not offered at your high school)

COMING TO CAMPUS

Facial Coverings Are No Longer Required

Facial coverings are no longer required at the main campus or education centers. However, for your protection, it is strongly recommended that you stay home if you are sick. If you do stay home from class due to illness or not feeling well, email your instructor to advise. **Be sure to follow the syllabus and complete the assignments** and reading material for that day and obtain class notes from a fellow student upon return.

LOGGING IN: MyPalomar Student Center, Canvas, Student Email, and More

Below are notes on usernames and passwords for systems at Palomar College. Students only have one password at Palomar College, and it is used for everything: MyPalomar, Palomar Student Email, Canvas, etc.

1. **MyPalomar (student portal): <https://my.palomar.edu>**

Username: 9-digit Student ID number

Password: set by you and can be reset. Additional [instructions for MyPalomar](#)

Path: www.palomar.edu > MyPalomar

How to Video: https://youtu.be/02t_XOeXh_0

Check out this [handout for MyPalomar](#) for help on accessing MyPalomar or changing your password.

2. **Canvas (class information): <https://www2.palomar.edu/pages/atrc/lms-login>**

Username: full Palomar student email address -

example: JDoe1234@student.palomar.edu)

Password: Same as password for logging in to MyPalomar

Path: www.palomar.edu > Canvas

Check out this [handout for Canvas](#) for help on accessing Canvas and navigating the different items.

3. **Palomar Student Email: <http://www.outlook.com/student.palomar.edu>**

Username: full Palomar student email address

(example: JDoe1234@student.palomar.edu)

Password: Same as password for logging in to MyPalomar

Path: www.palomar.edu > MyPalomar > Welcome tab

How to Video: <https://youtu.be/98dmWWjez44>

4. **Palomar College computers/laptops on campus:**

Username: 9-digit Student ID number

Password: Same as password for logging into MyPalomar

5. **GoPrint Station:**

Username: 9-digit Student ID number

Password: Same as password for logging in to MyPalomar

STUDENT EXPECTATIONS

Students are expected to take responsibility for your education. Be sure to read the course syllabus each semester to understand important dates, assignments with due dates, tests dates, etc. Time management is important in college and in the real world. You are expected to organize your time and tasks. Write down classes, work schedule, study time and "play time" on a schedule.

You should set a goal to attend every class. Take notes. Without them, you will forget 80% of every class. Review your notes soon after class. Fill in any gaps. Be an active reader by always having a pen in hand to underline and make marginal notes. Be on time for class.

Be organized. Use your textbooks; they are written for students. Highlighting key terms and concepts will save time later when studying for the test. Seek additional help from your instructors, fellow students, your high school counselor, Palomar College tutoring services, Palomar College resources, or the Dual Enrollment office. Have a solid time-management plan can help you stay on top of your workload.

Anticipated absences should be reported to instructors in advance to complete assigned work by due dates. All other absences should be reported to instructors immediately upon returning to class and any missed course work should be made up with the instructor's permission.

SYLLABUS

Each college class will provide a syllabus created by the instructor. A syllabus is a document that outlines all the essential information about the college course, including a description of the course, the course requirements, and objectives. The syllabus includes instructor contact information, office hours, required text, assignments with due dates, and the grading scale. Students should review this document weekly for assignment due dates and to keep up with their grade calculations. On average, college students should plan to study at least two hours a week for every hour spent in the classroom. Students taking a three- hour credit course should set aside a minimum of six hours per week to study and prepare assignments.

A syllabus will outline how you will be graded, attendance requirements, and how the professor expects students to behave. This section may also include university-wide policies on academic honesty and respect, or how students with disabilities can request support.

Read each syllabus carefully to learn about grading policies, professor office hours, and everything else you need to know. Once a student receives the syllabus, and the student decides to remain enrolled in the course, the syllabus becomes the contract, an agreement, between the student, the instructor, and the college.

COURSE RIGOR & HOMEWORK-STUDY TIME

Dual Enrollment classes are college courses. Dual Enrollment courses have the same academic standards as any other college course. Students must be prepared for the dedication required to successfully complete their course, which includes additional study time and class participation.

Remember: Grades are not given. Grades are **earned**.

7 Steps for Success in College by Glyn Bongolan, Ed.D.

Study Cycle and Intense Study Session handout

Bloom's Taxonomy of Learning handout

The suggestion for the number of hours to study per week in college is: 2 hours for every hour you are in class per week. So, for a 3-unit course load, you want to study 6 hours a week.

But have you ever wondered what you would do for those 6 hours? Here are some suggestions:

1. Read the text before class

Preparing before you hear the material in class will reinforce what you hear in the lecture. You'll also expose yourself to new terms and will be more familiar with them when the professor refers to those terms. At least skim the material if you don't have time to thoroughly read before class.

2. Attend every lecture

Miss class, miss out. After missing a lecture, get the class notes from a classmate as new material not included in the textbook is often covered. Try not to allow yourself to ditch a class unless you have a valid reason. When you miss a class, it is your responsibility to obtain the information from someone in the class.

3. Take notes – always

Take notes even if you think you understand the material or even if the material is easy. Forgetting material is easy also, so write things down. If you don't take notes, then you will have nothing to study for steps 4 and 7.

4. Review your notes ASAP

During the first 5 – 10 minutes after class, review your notes. Write out your abbreviations or add more detail to make your notes clearer. Take note of the main points or themes in class. Also, take note of what you did not understand or what you were confused about. This will help you in step 5.

5. Read the text again

This time read thoroughly. Now that you have been through lecture, you will know which areas are more important to focus on. Read up on the areas you found confusing in your notes. Reading the text, a second time around is like watching a movie a second time around. You always notice different things the second time around.

6. Complete your homework or lab hours

Utilize study groups, labs, and tutors. See handout on the **Study Cycle and Intense Study Session**. Also go to the **Student Resource page** for more support options.

7. Review the material

Redo your notes, outline the chapter, or read again aloud. Reviewing the material helps to make recall faster.

Click here for more **Advice from Counselors**

UNDERSTAND HOW TO NAVIGATE CANVAS

In preparation for your Dual Enrollment class, please review these videos on navigating Canvas.

Self-Guided Video Tutorials:

Canvas:

- **Student Orientation Tour**
- **Overview for Students**
- **Submitting an Assignment**
- **Discussions Overview**

Canvas Resources, Support, and Help:

- Visit **Canvas Student Guides** and **Canvas Video Guides**
- ATRC Support & Help: Email: atrc@palomar.edu Phone: (760) 744-1150, ext. 2862

Videos on Specific Topics for Canvas (scroll down to the “Student Videos”)

Video Guide - Instructure Community (canvaslms.com)

Canvas Student Guide | Canvas Guides (English) (instructure.com)

PALOMAR STUDENT EMAIL

Palomar College’s Dual Enrollment is ready to assist students, and Palomar College has many free support services and resources in place for students to help you succeed. Our only means of contacting you is via your Palomar student email. You must commit to reading your Palomar student emails at least once per week. After you are enrolled into your Dual Enrollment course, you will receive a Welcome Letter from Dual Enrollment that will have the Dual Enrollment Handbook, Resource Guide with live links, Counseling QR Code, and a Canvas How to Video Guide. Be sure to watch for your Palomar College student emails.

COLLEGE ACADEMIC COUNSELING

As a Dual Enrollment student, you have free access to Palomar College counselors and other college resources to help you succeed in your classes. Palomar College has a designated Dual Enrollment academic counselor, but students are also able to schedule academic counseling appointments with our Counseling Department at (760) 891-7511 or counselingdepartment@palomar.edu.

IMPACT ON COLLEGE ATHLETICS

Typically, participation in dual enrollment courses does not impact future collegiate athletic eligibility as long as you have the minimum GPA in your NCAA core courses. However, if you plan to play a collegiate sport at a university, we strongly suggest contacting the coach at the university regarding the impact of dual enrollment courses at their specific university.

LOCATING INSTRUCTOR & STAFF EMAILS & PHONE NUMBERS

You have the ability to locate the phone number and email addresses for all Palomar College employees and departments using the A-Z drop down on Palomar's front website. Select D and then Directory-Employees. On the left side of the page, select Site Menu. From there you can choose whether you want to look up an employee, a department, use the Search bar. You can click here: **[Employees – Palomar College Online Directory](#)**

PARKING ON ANY PALOMAR COLLEGE CAMPUS

Semester Parking Permits

Any student enrolled in Palomar College classes and wish to park on any of our campuses need to purchase a parking permit each semester. For a vehicle, the permit is \$45 and for a motorcycle the permit is \$20. Up to five vehicles can be added to each permit; however, only one vehicle can be on any campus at one time. Student parking permits are purchased online in your MyPalomar Student Center. Exception PPMC/CCAP.

Daily & Hourly Visitor Passes

ParkMobile is a new feature to Palomar College digital parking system. ParkMobile will accommodate daily and hourly parking on all of Palomar College campuses. This will be the only system for daily and hourly parking at the Rancho Bernardo and Fallbrook Centers. At San Marcos and Escondido, students may still purchase a daily permit from the permit machines with cash or credit card.

Users will be purchasing daily and hourly parking through the ParkMobile app. Once the app is open, the user will need insert a Zone Number. The Zone Number will identify which campus the user will be parking. Zone Number signage will be on displayed throughout the lots of each campus. ParkMobile Zone Numbers have been generated for each of the Palomar College campuses.

A Palomar College parking permit or visitor's pass must accompany
a disabled placard for both students and visitors.

ParkMobile Zone Numbers

7510 San Marcos Campus
7511 Escondido Campus
7512 Fallbrook Campus
7513 Rancho Bernardo Campus
7514 San Marcos Campus Visitor Meters (lots 1, 2 & 3)

TUTORING

Students who are having difficulty in any class, regardless of grades, should attend tutoring. Palomar College offers free tutoring. You may also want to discuss any concerns with your instructor, as the instructor knows what is being taught, knows how you are doing in the class, and other important information. However, you can also use our free tutoring services by contacting: star@palomar.edu or calling: (760) 744-1150 x2448.

Don't wait, take advantage of the free tutoring before you begin to struggle.

Tutoring Resources

Locations and Services

- **STAR Tutoring Center:** LRC-105, Library, 1st Floor, San Marcos Campus, Ext. 2448. Tutors are available for 30-minute tutoring sessions. The Tutoring Center provides tutoring in the following subjects: Math, English, ESL, Sciences, Business & Accounting, and Social Sciences. Students are served on a walk-in basis and must be registered for the course(s) for which they seek assistance. Visit our website for more information, **S.T.A.R. – Students Taking Academic Responsibility (palomar.edu)**.
- **Math Learning Center:** MC-1, San Marcos Campus, Ext. 2718 Walk-in tutoring is available for all levels of mathematics. Enrollment in a math class is required. Access to computers, GoPrint, calculators, study space, and usage of some textbooks in the Math Center are also available. **Math Learning Center – Mathematics Department (palomar.edu)**. Fall and Spring Hours: Monday through Thursday, 8 a.m. to 8 p.m., Friday, 8 a.m. to 2 p.m., Saturday 9 a.m. to 12 p.m. Summer Session Hours: Monday through Thursday, 8 a.m. to 3 p.m.
- **Writing Center:** H-102, San Marcos Campus, Ext. 2778 The Writing Center offers help with any phase of the writing process regarding assignments for any Palomar College class that students are enrolled in. To work with a Writing Tutor, call extension 2778 to make an appointment; walk-in students are also served as tutor availability allows. The Writing Center is open Monday-Thursday, 8:00 a.m. to 5:30 p.m., and Friday, 8:00 a.m. to 2:00 p.m. Writing tutors are also available at the Escondido Education Center TLC (call extension 8171 for exact hours). Visit our website for more information, **English Department Writing Center (palomar.edu)**.
- **Business & Accounting:** The Business Administration Department offers supplemental instruction Via Zoom Monday to Thursday 8:30 to noon. You can drop in via Canvas or schedule an appointment **here**. Click on the following link **How to access tutoring** online Face-to-face Tuesday to Thursday 1:00 to 4:00 in MD-335. If you have any questions, please email Lourdes Runk at lrunk@palomar.edu

COLLEGE RESOURCES

Dual Enrollment students have access to all Palomar College's student resources, which are free to the student, which include but are not limited to:

Resource	Department	Contact Information
CANVAS and Zoom Support	ATRC / Tutoring Services	Website: https://www2.palomar.edu/pages/atrc/canvas/canvas-information-students/ ; https://www2.palomar.edu/pages/atrc/canvas/canvas-information-students/interactive-student-tutorials/ Search for CANVAS and Zoom Skillshops: https://www2.palomar.edu/pages/atrc/student-resources/ Email: See website for staff contact information Ext: See website for staff contact information
Tutoring Support: One-on-One Support	Tutoring Services	Website: https://www2.palomar.edu/pages/tutoringservices/ Email: star@palomar.edu Ext: 2448
Library Resources: Chat with Librarian		Website: https://www2.palomar.edu/pages/library/ Email: library@palomar.edu Ext: 2612
Food Insecurities: Food and Housing Resources	Student Life and Leadership	Website: https://www2.palomar.edu/pages/studentlifeandleadership/ Email: studentlifeandleadership@palomar.edu Ext: 2594
Career Exploration	Career Center	Website: https://www2.palomar.edu/pages/careercenter/ Email: See website for staff contact information Ext: 2194
Disability and/or Accommodation Resources	Disability Resources Center (DRC)	Website: https://www2.palomar.edu/pages/drc/ Email: drc@palomar.edu Ext: 2375
Student Health and Wellness Personal Counseling	Behavioral Health Counseling Services (BHCS) and Student Health Centers	BHCS Website: https://www2.palomar.edu/pages/bhcs/ Email: bhcs@palomar.edu Phone #: (760) 891-7531 Student Health Center: https://www2.palomar.edu/pages/healthservices/ Email: studenthealthcenters@palomar.edu Phone #: (760) 891-7530 Sign up for Stress Management Skillshop: https://cccconfer.zoom.us/meeting/register/tJMqcO6trj8sHNEmiBKBU59vpblM976WkoCg Community Resources: https://www.optumsandiego.com/content/sandiego/en.html https://www.sandiegocounty.gov/content/sdc/hhsa/programs/bhs/covid19_resources.html https://www.ncresourcecenter.org/ https://www.nhcare.org/health-services/behavioral/ http://www.vistacommunityclinic.org/health-services/behavioral-health/ https://truecare.org/wellness-services/behavioral-health/ CDC Resources: https://howrightnow.org/ https://www.cdc.gov/coronavirus/2019-ncov/daily-life-coping/managing-stress-anxiety.html https://suicidepreventionlifeline.org/chat/

ATTENDANCE

Students are expected to attend all sessions of a class in which they are enrolled. Anticipated absences should be reported to instructors in advance to complete assigned work by due dates. All other absences should be reported to instructors immediately upon returning to class and any missed course work should be made up. If an emergency requires a long absence and the instructor cannot be reached, students should contact the instructor's department/office. All Dual Enrollment students are expected to arrive to class on time. No minimum days. Students may not bring guests to class.

BEHAVIOR & STANDARDS OF CONDUCT

Students must follow the rules and expectations of their high school, Palomar College, and the instructor's course syllabus and must maintain high expectations for behavior. Palomar College is wholly committed to the idea and ideals of academic integrity. We embrace and adopt the definition and related principles of academic integrity provided by the Center for Academic Integrity. Following are the five principles as provided by the Center for Academic Integrity and adopted by Palomar College:

- Honesty
- Trust
- Fairness
- Respect
- Responsibility

Standards of Student Conduct (BP 5500)

According to BP 5500 the following student conduct shall constitute good cause for discipline (academic, administrative or both) including but not limited to the removal, suspension, or expulsion of a student, and applies to all students include but are not limited to:

- Cheating, plagiarism
- Causing, attempting to cause, or threatening to cause physical injury to another person.
- Possession, sale or otherwise furnishing any firearm, knife, explosive, or other dangerous object.
- Unlawful possession, use, sale, furnishing, or being under the influence of, any controlled substance.
- Causing or attempting to cause damage to property.
- Stealing or attempting to steal.
- Engaging in harassing or discriminatory behavior.
- Engaging in intimidating conduct or bullying.
- Disruptive behavior, willful disobedience, habitual profanity or vulgarity, or the open and persistent defiance of the authority of, or persistent abuse of, college personnel.

For a complete and detailed list and discipline, please see: **Palomar College Catalog**

STUDENT RESPONSIBILITY

Each student shall be required to comply with the contents and provisions of the College District's rules and regulations concerning student conduct. All students shall obey the law, show respect for properly constituted authority, and observe correct standards of conduct. Each student shall be expected to:

1. Demonstrate courtesy, even when others do not.
2. Behave in a responsible manner, always exercising self-discipline.
3. Attend all classes, regularly and on time.
4. Prepare for each class and take appropriate materials and assignments to class.
5. Obey all classroom rules.
6. Respect the rights and privileges of students, faculty, and other College District staff & volunteers.
7. Respect the property of others, including College District property and facilities and
8. Cooperate with and assist the College District staff in maintaining safety, order, and discipline.

CELL PHONES AND OTHER ELECTRONIC DEVICES

Cell phones must be turned off during instruction time at all college campuses and high school. No text messaging is allowed during instructional time.

TRANSITIONING TO COLLEGE AFTER HIGH SCHOOL

During your senior year, as you are applying for colleges and universities, be sure to apply or update your Palomar College application as well for the FALL semester following your senior year. We hope you are admitted to the university of your choice, but often *life happens* and with having Palomar College as a backup, you are all set and will not miss out on any benefits as an incoming freshman.

After applying or updating your Palomar College application for the FALL semester after your senior year, you will be eligible to apply for our Palomar Promise Program, which is up to two years of free tuition, textbook assistance, and priority registration for your first year. For questions and information regarding the Palomar Promise: [Palomar Promise](#)

Also, during your senior year, you are eligible to apply for our Palomar College scholarships. Typically, the application comes out the first week of January each year, so you would apply in January of your senior year. The application typically closes around March 2nd and the scholarships are awarded in May each year and become effective the following Fall semester. Palomar College has hundreds of scholarships available, and uniquely we only require one application, which is used for all applicable scholarships. Link to scholarships site: [Scholarships – Palomar College Financial Aid Office](#)

Be sure to list Palomar College as one of your schools when you file your FAFSA or the California Dream Act Application (CADAA).

PARENTS

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) protects the privacy of student education records. When a student reaches the age of 18 or begins attending college, **regardless of age**, FERPA rights are transferred from the parent/guardian to the student. Students must act on their own behalf. Parents, guardians, relatives, or friends of Palomar College students are not permitted to act on behalf of the student without written consent from the student. (Section 99.5 of the *Family Educational Rights and Privacy Act*).

How to support your student's transition into college

Dual enrollment is an opportunity for parents to encourage their students to become more independent when it comes to self-advocacy. Encourage your students to attend office hours to talk to their professor, check Palomar email daily, ask for help when needed, and to follow-up on their grades. Ask your student about the syllabus, homework, and test dates. Additionally, have your student show you MyPalomar (student portal) and Canvas (learning platform). Remind your student that college courses go at a faster pace and have more rigor; therefore, more study time is required.

How can I get more information about my student?

While parents are not able to speak to professors about students in their class, parents are able to accompany their student in communicating with the professor in person, at the student's discretion. Students will need to make an appointment during office hours.

PARTNERSHIP HIGH SCHOOLS

 <p>Bonsall High School and Bonsall Early College</p> <p>Contact: Eryn Kjelland, Counselor Phone: (760) 305-5700 Email: eryn.kjelland@bonsallusd.com</p>	 <p>Escondido Charter High School</p> <p>Contact: Steve Prodan, Counselor Phone: (760) 737-3154 x 139 Email: sprodan@echs.org</p>
 <p>Escondido High School</p> <p>Contact: Michelle Ferrer Flores, Counselor Phone: (760) 291-4043 Email: mferrerflores@euhsd.org</p>	 <p>Guajome Park Academy</p> <p>Contact: Daniel Whittaker Phone: (760) 631-8500 ex: 1205 Email: whittakerda@guajome.net</p>
 <p>High Tech High North County</p> <p>Contact: Tiffany Yang, Dir. Advising Phone: (760) 759-2725 Email: tyang@hightechhigh.org</p>	 <p>Mission Hills High School</p> <p>Contact: Eric Cruz, Counselor Phone: (760) 290-2748 Email: eric.cruz@smusd.org</p>
 <p>Mission Vista High School</p> <p>Contact: Chivon Parli, Counselor Phone: (760) 758-6800 x 73032 Email: chivonparli@vistausd.org</p>	 <p>Middle College at Orange Glen High School</p> <p>Contact: Rita Guerra, Counselor Phone: (760) 291-5037 Email: rguerra@euhsd.org</p>
 <p>Orange Glen High School</p> <p>Contact: Ryan Chesire, Counselor Phone: (760) 291-5085 Email: rchesire@euhsd.org</p>	 <p>San Marcos High School</p> <p>Contact: Areli Amador-Simpson, Counselor Phone: (760) 290-2314 Email: areli.amador-simpson@smusd.org</p>
 <p>Poway to Palomar Middle College</p> <p>Contact: Patricia Hurtt, Principal Phone: (858) 748-0010 Email: phurtt@powayusd.com</p>	 <p>Fallbrook High School</p> <p>Contact: Dr. Anabel Luna Director of Student Services Phone: (760) 723-6332 x 6298 Email: aluna@fuhsd.net</p>

FREQUENTLY ASKED QUESTIONS FAQ – Dual Enrollment (palomar.edu)

APPENDIX I

K12 Special Admission Form

Link to form: [K-12-Special-Admission-Approval-Form-Ver052021.pdf \(palomar.edu\)](https://palomar.edu/K-12-Special-Admission-Approval-Form-Ver052021.pdf)

<div style="text-align: center;"> K-12 Special Admission Approval Form <small>(K-12 Students will be limited to 7 units in Spring/Fall - 3 units in Summer)</small> </div> <p style="font-size: 8px;">Office of Admissions Admissions@palomar.edu (760) 744-1150 Ext 2164</p> <p style="text-align: center;">Select only ONE semester</p> <p>Semester/Year: <input type="checkbox"/> Summer (Year) <input type="checkbox"/> Fall (Year) <input type="checkbox"/> Spring (Year)</p> <p style="text-align: right;">Palomar Student ID Number: _____</p> <hr/> <p>Part 1: Student Information</p> <table border="1" style="width: 100%; border-collapse: collapse; font-size: 8px;"> <tr> <td style="width: 70%;">A. Student's Name - Last, First, MI</td> <td style="width: 30%;">B. Date of Birth</td> </tr> <tr> <td>C. E-Mail</td> <td>D. Expected High School Graduation Date</td> </tr> </table> <p>I have read the <i>Notice to Minor Students/Parents/Guardians</i></p> <p>Student Signature: _____ Date: _____</p> <hr/> <p>Part 2: Parent/Guardian Information</p> <p style="font-size: 8px;">I hereby petition Palomar College to allow my minor child to enroll in Palomar College while concurrently enrolled in high school and/or while participating in the Dual Enrollment Program or because my student will be under 18 prior to or at the start of the semester. I certify that I am the parent/guardian of the above named student and that I give my consent for their attendance at Palomar College. I have read the attached <i>Notice to Minor Students/Parents/Guardians</i>. I understand the conditions under which my minor child is being admitted, including but not limited to fees and privacy of student records. I am aware that my minor child will be establishing a permanent college record.</p> <p>Parent/Guardian Signature: _____ Date: _____</p> <hr/> <p>Part 3: Palomar Instructor Authorization (must be completed for students under the age of 16 ONLY)</p> <p style="font-size: 8px;">The instructor signature below does not authorize admittance into a closed class. If the class is closed, please obtain the instructor signature on an Add/Drop form in addition to the signature below:</p> <table border="1" style="width: 100%; border-collapse: collapse; font-size: 8px;"> <thead> <tr> <th style="width: 20%;">CLASS NUMBER <small>(Example: 71303)</small></th> <th style="width: 40%;">COURSE TITLE <small>(Example: ENG 100)</small></th> <th style="width: 40%;">FACULTY SIGNATURE</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table> <p style="font-size: 8px;">Students under the age of 16 must also submit an Add/Drop Form to the Admissions Office: Add/Drop Form</p> <hr/> <p>Part 4: School Assessment (students who have NOT graduated from high school ONLY)</p> <p style="font-size: 8px;">The above named student meets all the following criteria as defined by Education Code 48800-48802 and 76000-76002:</p> <ul style="list-style-type: none"> • Is able to benefit from the advanced course work <p>For Summer Session Students ONLY:</p> <ul style="list-style-type: none"> • Demonstrates adequate preparation in the discipline to be studied. • Has exhausted all opportunities to enroll in an equivalent course, if any, at his or her 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. <p>Recommended Course(s): _____</p> <p>Counselor/Principal Printed Name: _____</p> <p>Counselor/Principal Signature: _____ Date: _____</p> <p>Name of School: _____ <input type="checkbox"/> Public <input type="checkbox"/> Private</p> <p>Address (Number and Street) _____ City _____ State _____ Zip Code _____</p> <p>School E-mail Address _____ Phone Number _____</p> <hr/> <div style="font-size: 8px;"> <p style="text-align: center;">*****FOR OFFICE USE ONLY*****</p> <p>Processed By: _____ Residency Code: _____ Student Group: _____</p> <p>Date: _____ Equation Variables: _____ Term Activate: _____ Remove HSGR Hold _____</p> </div> <p style="font-size: 8px;">Version 05/2021 Palomar College Office of Admissions Admissions@palomar.edu (760) 744-1150 ext 2164</p>	A. Student's Name - Last, First, MI	B. Date of Birth	C. E-Mail	D. Expected High School Graduation Date	CLASS NUMBER <small>(Example: 71303)</small>	COURSE TITLE <small>(Example: ENG 100)</small>	FACULTY SIGNATURE							<div style="text-align: center;"> Consent to Treatment of Minor </div> <p style="font-size: 8px;">Office of Admissions Admissions@palomar.edu (760) 744-1150 Ext 2164</p> <p style="text-align: center;">Select only ONE semester</p> <p>Semester/Year: <input type="checkbox"/> Summer (Year) <input type="checkbox"/> Fall (Year) <input type="checkbox"/> Spring (Year)</p> <p style="text-align: right;">Palomar Student ID Number: _____</p> <hr/> <table border="1" style="width: 100%; border-collapse: collapse; font-size: 8px;"> <tr> <td style="width: 70%;">A. Student's Name (CURRENTLY ON FILE)- Last, First, MI</td> <td style="width: 30%;">B. Date of Birth</td> </tr> </table> <hr/> <p>(I) (We), the undersigned parent (s) or guardian of _____ <small>(Student's Full Name)</small></p> <p>a minor, do hereby authorize Palomar College Health Services or attending medical personnel as agent (s) for the undersigned to consent to any X-ray examinations, anesthetic, medical or surgical diagnosis or treatment, or hospital care which is deemed advisable by, and is to be rendered under the general or special supervision of, any physician and/or surgeon licensed under the provisions of the Medical Practices Act, California Business and Professions Code 112000 et. seq.; or any X-ray examination, anesthetic, dental or surgical diagnosis or treatment, or hospital care which is deemed advisable by, and is to be rendered under the general or special supervision of, any dentist licensed under the provisions of the Dental Practices Act, California Business and Professions Code § 1600 et. seq. This authorization also includes treatment for minors, ages 12-17, provided by licensed Behavioral Health clinicians within the Behavioral Health Counseling Services Center.</p> <p>It is understood that this authorization is given in advance of any specific diagnosis, treatment or hospital care to provide authority and power on the part of our aforesaid agent(s) to give specific consent to any and all such diagnosis, treatment or hospital care which aforementioned physician or dentist, in the exercise of his/her best judgment, may deem advisable. This authorization is given pursuant to the provisions of California Family Code § 6910.</p> <p>(I) (We) hereby authorize any hospital, which has provided treatment to the above-named minor pursuant to the provisions of California Family Code § 6910, to surrender physical custody of such minor to (my) (our) above-named agent(s) upon the completion of treatment. This authorization is given pursuant to California Health and Safety Code § 1283.</p> <p>These authorizations shall remain effective until the last day of attendance of the given semester.</p> <p>Name of Parent (Printed): _____</p> <p>Parent/Guardian Signature: _____ Date: _____</p> <p>Address (Number and Street) _____ City _____ State _____ Zip Code _____</p> <p>Home Phone _____ Work Phone _____</p> <hr/> <p style="font-size: 8px;">Version 05/2021 Palomar College Office of Admissions Admissions@palomar.edu (760) 744-1150 ext 2164</p>	A. Student's Name (CURRENTLY ON FILE)- Last, First, MI	B. Date of Birth
A. Student's Name - Last, First, MI	B. Date of Birth															
C. E-Mail	D. Expected High School Graduation Date															
CLASS NUMBER <small>(Example: 71303)</small>	COURSE TITLE <small>(Example: ENG 100)</small>	FACULTY SIGNATURE														
A. Student's Name (CURRENTLY ON FILE)- Last, First, MI	B. Date of Birth															

APPENDIX II

Residency Review Request Form (3 pages required)

Link to form: [Request-for-Review-of-Residence-Status-Form-Ver-7292021.pdf \(palomar.edu\)](https://palomar.edu/request-for-review-of-residence-status-form-ver-7292021.pdf)

Request for Review of Residence Status Form
Office of Admissions | Admissions@palomar.edu | (760) 744-1150 Ext 2164

Status Change Requested For:
Semester/Year: Summer Fall 2021 Spring (Year)

Palomar Student ID Number: 012-34-5678

A. Student's Name - Last, First, MI: John Doe
B. Age: 15
C. Date of Birth: 01/01/2006
D. City, State, and Country of Birth: Guadalajara, Jalisco, Mexico
E. Current Address: City, State, Country: Escondido, CA, USA

Section 1: Citizenship Status Check one that applies:
 U.S. Citizen (Skip to Section 2)
 Other Type of Status: Permanent Resident
Issued Date (MM/SS/YYYY): 01/01/2015 | Expiration Date (MM/SS/YYYY): 01/01/2025
Please note: If the above listed status or visa was not issued one year and one day prior to the start of the semester for which you are applying for (365 days prior), what visa or status did you enter the United States with? OR if your visa/immigration status was not listed above, please select your visa/immigration status from below:
 Other Type of Status: Select Visa or Other Immigration Status
Issued Date (MM/SS/YYYY): | Expiration Date (MM/SS/YYYY):
 I do not have any of the above listed visas/statuses, but have applied for the following visa or immigration status:
Select Visa or Other Immigration Status Applied on: | Date Applied (MM/SS/YYYY):
 I do not have any of the above listed visas/statuses and have not applied for any visa or immigration status

Section 2: Physical Presence and Intent: Physical presence is proved by being physically and continuously present in California for one year and one day prior to the start of the semester.

Questionnaire	State	Date
1. List the date your present stay in California began:	California	12/30/2014
2. List the state that issued your driver's license and the date issued: <input checked="" type="checkbox"/> N/A		
3. List the state in which your vehicle is registered and the date issued: <input checked="" type="checkbox"/> N/A		
4. Are you registered to Vote in California?		<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
5. Do you have a current license or certifications issued by the State of California? (i.e. Real Estate, EME, CPR, Notary, etc.)		<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
6. Did you indicate a California address when registering for Selective Service?		<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> N/A
7. Do you have active bank accounts in California?		<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
8. Are you a Financial Aid student?		<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
9. Did you attend a college or university outside of California during the last two years? If "Yes", list the previous colleges you attended outside of California		<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
(a) State: From: To: <input type="checkbox"/> Private or <input type="checkbox"/> Public <input type="checkbox"/> In-State Tuition or <input type="checkbox"/> Out-of-State Tuition		
(b) State: From: To: <input type="checkbox"/> Private or <input type="checkbox"/> Public <input type="checkbox"/> In-State Tuition or <input type="checkbox"/> Out-of-State Tuition		
10. List the state(s) in which you resided during the last two years:		
(a) State: From: To:		
(b) State: From: To:		
(c) State: From: To:		
11. List the state(s) in which you filed a personal tax return for the last two years:		
(a) State: Tax Year: (YYYY)	(b) State: Tax Year: (YYYY)	

Request for Review of Residence Status Form
Office of Admissions | Admissions@palomar.edu | (760) 744-1150 Ext 2164

Section 4: Exemptions Please place a checkmark next to any of the following statements that apply to you:
 I am currently a dependent or ward of the state through California's child welfare system that presently resides in California and is under the age of 19.
 I am currently a California high school student who is not a nonimmigrant that has been admitted as a special part-time or College and Career Access Pathways Partnership (CCAP) participant.
 I attended a California high school for at least three years and graduated from a California high school or attained the equivalent in California.
 I attended a combination of California high school, adult school, and California Community College for the equivalent of three years or more, and:
 graduated from a California high school or attained the equivalent prior to the start of the term, or
 completed an associate degree from a California Community College, or
 completed the minimum requirements at a California Community College for transfer to the California State University or the University of California.
 I attended Elementary and/or Secondary Schools in California for at least three years and:
 attained credits in California from a California high school equivalent to three or more years of full time high school coursework
 graduated or attained the equivalent of such graduation.
 I am a refugee or the holder of a SIV, T, or U visa who upon entering the United States, settled in California and I have resided in the state less than one year.
 I am a Native American attending a school administered by the Bureau of Indian Affairs located within the Palomar Community College District.
 I am a graduate of a school located in California that is operated by the United States Bureau of Indian Affairs.
 I am a full-time employee (or spouse or child of a full-time employee) of a California Community College, California State University or College, the University of California, or the California Maritime Academy who has resided in California for less than one year.

Section 5: Parent Information (Do not include guardian information) If you are unmarried and under the age of 25 or a dependent of your parent or parents for income tax purposes, please fill out the following information: (Skip if you are in the military, a veteran or married. Proceed to signature section)

Parent 1: Name: Jose Doe	Parent 2: Name: Jessica Doe
1. Relationship to student (ex: father, mother): Father	1. Relationship to student (ex: father, mother): Mother
2. State and Country of Residence: CA, USA	2. State and Country of Residence: Jalisco, Mexico
3. State that issued parent's driver's license: CA	3. State that issued parent's driver's license: Jalisco
4. State in which parent vehicle is registered: CA	4. State in which parent vehicle is registered: Jalisco
5. State to which parent filed a personal tax return for the past two years: State: CA Year: 2019 State: CA Year: 2020	5. State to which parent filed a personal tax return for the past two years: State: N/A Year: State: N/A Year:
6. Did Parent 1 claim the student as an exemption for income taxes during the last two years? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	6. Did Parent 2 claim the student as an exemption for income taxes during the last two years? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
7. Is Parent 1 physically present in California? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If yes, list date when present stay in California began: 12/30/2014	7. Is Parent 2 physically present in California? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If yes, list date when present stay in California began:
8. Is Parent 1 a US Citizen? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If no, does Parent 1 have any of the following visas: H-1B, H-2A, H-2B, H-3, O-2? <input type="checkbox"/> YES Visa Date issued: <input checked="" type="checkbox"/> NO	8. Is Parent 2 a US Citizen? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If no, does Parent 2 have any of the following visas: H-1B, H-2A, H-2B, H-3, O-2? <input type="checkbox"/> YES Visa Date issued: <input checked="" type="checkbox"/> NO

Declaration: I certify that the statements on this form are true and correct. I understand that falsification, withholding pertinent data, or failure to report changes in residence, may result in my dismissal. I will notify the college of any changes of facts. If you submitted a FAFSA, all residency information must be consistent.

Student Signature: John A. Doe Date: 08/01/2021

Approved: YES NO Residency Updated by: Date: Effective: SUMMER FALL SPRING

Request for Review of Residence Status Form
Office of Admissions | Admissions@palomar.edu | (760) 744-1150 Ext 2164

Section 3: Military/Military Dependents For purposes of this section, "Armed Forces of the United States" means the Air Force, Army, Coast Guard, Marine Corps, Navy, and the reserve components of each of those forces, the California National Guard, the California State Guard, and the California Naval Militia.

I am Military, Military Dependent or separated member of the military:
 NO (Skip to Section 4)
 YES (Place a checkmark next to any of the following statements that apply to you.)

Members of the Armed forces of the United States
 I am on active duty and stationed in California.
 I am stationed in California.
 I am a member who has been on active duty for a period of more than 30 days and whose domicile or permanent duty station is in California.

Military Dependents: Dependents of members of the Armed Forces of the United States
 I am a dependent of an active duty service member stationed in California.
 I am the spouse or dependent child of a member of the Armed Forces of the United States who has been on active duty for a period of more than 30 days and whose domicile or permanent duty station is in California.

I am currently in attendance at Palomar College and meet at least one of the following requirements or at the time of admission to Palomar College I met at least one of the following requirements:
 I am a dependent of an active duty service member who was stationed in California, but was transferred on military orders to a place outside of California where the member continues to serve in the Armed Forces of the United States.
 I am a dependent of an active duty service member who was stationed in California, but was thereafter retired as an active member of the Armed Forces of the United States.

Discharged members of the U.S Armed Forces and Dependents: (Veterans Access, Choice and Accountability Act)
 I am a veteran eligible for educational assistance under either the Montgomery GI Bill-Active Duty (MGIB-AD) or Post 9/11 GI Bill (Ch. 30 or Ch. 33) education benefit programs who resides (lives) in California and is enrolling in the community college from a period of active duty service of 90 days or more and I qualify to use the Montgomery GI Bill-Active Duty or Post-9/11 GI Bill education benefits (Ch. 30 or 33).
 I am an individual eligible for transferred education benefits under either the Montgomery GI Bill-Active Duty (MGIB-AD) or Post-9/11 GI Bill (Ch. 30 or Ch. 33) education benefit programs who resides (lives) in California and is enrolling in the community college from the transferor's period of active duty service of 90 days or more and I qualify to use the Montgomery GI Bill-Active Duty or Post-9/11 GI Bill education benefits (Ch. 30 or 33).
 I am an individual who resides in California that is eligible for transferred Post-9/11 G.I. Bill benefits (Ch. 33) while the transferor is on active duty and I qualify to use Post-9/11 GI Bill education benefits (Ch. 33).
 I am a spouse or child using benefits under the Marine Gunnery Sergeant John David Fry Scholarship.
 I am an individual eligible for rehabilitation under 38 U.S. Code § 3102 pursuing a course of education with education assistance from the Training and Rehabilitation for Veterans with Service-Connected Disabilities (Chapter 31) education benefits program.

Recently Discharged Members Who Were Stationed in California
 I was a member of the Armed Forces of the United States stationed in California on active duty for more than one year prior to being discharged and am currently living in California within two years of being discharged and intend to establish residency in California as soon as possible.
List Separation Date: _____

APPENDIX III

New Student Orientation

Orientation is Quick, Informative and Online!

Steps to Complete Your New Student Orientation

Step 1: Sign in to [MyPalomar](#) using your Palomar Student ID # and Password.

Step 2: Under the Student Center Tab, click on the New Student Orientation link under the "To-Do" list found on the right side.



Step 3: This will take you to a new login screen where you will use your Palomar Student ID # and Password to enter the Orientation. (Be sure to allow pop-ups.)

Student Login: Full Email (JDoe1234@student.palomar.edu)

Employee Login: Username (JDoe)

Username

Password

Login

Step 4: Review the orientation and complete the short quiz at the end.

This online orientation should take approximately 30 minutes to complete. When you pass the quiz, your record is automatically updated within 24 hours to show completion of the orientation.

Having trouble? [Contact us here!](#)

It is recommended that you not use Internet Explorer to access MyPalomar, Orientation, Canvas, etc.

For Assistance: outreach@palomar.edu

The screenshot shows the MyPalomar Student Center interface. At the top, there is a navigation bar with 'Student Center' selected. Below this, there are tabs for 'General Info', 'Academics', and 'Finances'. The main content area is divided into several sections:

- My Records and Enrollment:** Includes 'Enrollment', 'Records', and 'Official Transcript'. A '2022 Fall Schedule' table is visible with columns for 'Class' and 'Schedule'. Below the table, it says 'Your application data needs to be updated!'.
- My Finances and Financial Assistance:** Includes 'My Account' with a message: 'You have no outstanding charges at this time.' and 'Financial Aid' with a message: 'Please note: your browser must be set up to allow pop-ups to make a payment. Please contact the Help Desk at 760-744-1150 x2140 if you need help with pop-ups.'
- Admissions and Records:** Includes 'Admissions Forms', 'Commencement Information', 'Application for Graduation', 'Evaluations and Records Office', and 'Student Resources'.
- Financial Aid Links:** Includes 'Have a question? Contact Us: Apply for Federal Aid (FAFSA)', 'Direct Loan Exit Counseling'.
- Student Finance Links:** Includes 'Fee/Refund Information', 'Parking Permit Information', and 'Email the Cashier's Office'.
- Promise Program:** Includes 'Information Flyer'.

The 'To Do List' on the right side is highlighted with a red box and contains the item 'New Student Orientation'.

APPENDIX IV

Canvas Login

https://www.palomar.edu

PALOMAR COLLEGE Learning for Success

ACADEMICS ADMISSIONS FINANCIAL AID STUDENT SUPPORT STUDENT LIFE WHY CHOOSE PALOMAR? LANGUAGE

Canvas Login

Learn. Create. Succeed.

Summer and Fall Classes are Now Available

GET STARTED HERE

"I am the first person in my family to go to college. It is because of Palomar faculty and staff, that I was able to achieve my dream of a college degree."
— Marissa Iribarren, Student

Apply Enroll in Classes Open Classes Locations Palomar Promise Video Playlist

PALOMAR PATHWAYS

Hi there! My name is Comet, your personal helper bot. What can I help with today?

Ask Comet!

Academic Technology Resources Centers

Enhancing teaching and learning for students and faculty of Palomar College

Palomar Home > Academic Technology Resources Centers > Canvas Login and Resources

Canvas Login and Resources

Canvas Student Login

Log Into Canvas

Canvas Login (single sign-on) uses your Palomar email address (for example, username@student.palomar.edu) and the email password (the same password that students use to access MyPalomar).

For students, the first time you use Canvas Login (Single Sign-On) you will be prompted to create a CCCID (California Community Colleges System-wide ID). The CCCID process only needs to be completed once and takes just a few minutes.

For detailed instructions, review the [Canvas Login Procedure Guide](#) and the [Canvas Information for Students](#). For assistance, please call the Palomar College Information Services Help Desk at 760-744-1150 ext. 2140 or email helpdesk@palomar.edu

Resources

User Guides

- Canvas for Students
- Canvas for Faculty

Academic Resources

- Canvas Online Orientation
- Canvas Login
- Canvas Guide
- Online Tutoring
- Palomar College Library
- Financial Aid Office
- Counseling Services
- Bookstore
- Academic Technology Resources Center
- Online Education Initiative (CCC)
- Online Education Resources

Contact Information

Academic Technology Resources Centers

Palomar College, San Marcos Campus
LRC 217
1140 W. Mission Road, San Marcos, CA 92069

ATRC Support

Email: atrc@palomar.edu
Phone: (760) 744-1150, ext. 2862

Hours of Operation

ATRC Computer Lab

Monday - Thursday: 8:00 a.m. - 5:00 p.m.

ATRC Technical Support

Monday - Thursday: 8:00 a.m. - 8:00 p.m.
Friday: 8:00 a.m. - 4:00 p.m.

Categories

Select Category

Hi there! My name is Comet, your personal helper bot. What can I help with today?

Continued on next page.



Student Login: Full Email (JDoe1234@student.palomar.edu)

Employee Login: Username (JDoe)

Username

JDoe1234@student.palomar.edu

Password

Enter your password

Login

Single Sign-On Portal

Search/Filter your Apps...

Default Group



Academic Technology
Support



canvas
BY INSTRUCTURE
Canvas



Comet Connect



Handshake



Health Services Patient
Portal

MyDRC



Scholarship Opportunities



TypeFocus

APPENDIX V

Dual Enrollment Designated Counselors

You are also able to use general counseling in **Counseling Department** if these counselors' schedules doesn't fit your schedule.

PALOMAR COLLEGE COUNSELING

About Me
Hello, my name is Eva Amesola and I am a counselor at Palomar College. I work with Dual Enrollment at various high schools. Please feel free to make an appointment with me to discuss your future career and educational goals. I look forward to meeting with you!

Ways to Make an Appointment

- eamesola@palomar.edu or
- Self book with QR Code or
- Call (760) 207-2781 Mondays-Fridays 8:30am-4:30pm

Counseling Appointments
Spring 2023
Tuesdays 3:30pm-5:30pm

Some of the things we can discuss during our counseling appointment are the following:

- Education Planning
- Personal Counseling
- Career Development and Exploration
- College Success Strategies
- Discuss options if you are struggling with a course.

Use this QR code

Eva's Counseling Schedule & QR Code

APPENDIX VI

Parking Permits & Visitor Parking Permits

If you have a class on a Palomar College campus, you can purchase a parking permit in your **MyPalomar Student Center** for any vehicle you will be parking at any Palomar Campus. This is not necessary if simply visiting the campus. Visitor permits are available from Campus Police (see **Campus Map** for details) or in self-service machines located in some parking lots.

See **Parking** information for details.

MyPalomar Student Center

NOTICE | Welcome | Student Center

's Student Center

My Records and Enrollment

Enrollment | Deadlines | URL

Search | Plan | Add/Drop Classes | Records | My Academics | Official Transcript

Class	Schedule
CINE 100-20	TBA or DE
LEC (31724)	ONLINE

Weekly Schedule ▶ | Enrollment Shopping Cart ▶

other academic. [icon]

My Finances and Financial Assistance

My Account

Account Inquiry | Activity Cards (IDs) | MTS Transit Pass | **Purchase Parking Permit** | Financial Aid

Satisfactory Academic Progress | View Financial Aid | Apply for CCPG (formerly BOGW) | Scholarship Application Opt-in

COVID-19 Grant (formerly HEERF GRANT III)

other financial. [icon]

Account Summary

You owe 0.00.

- Due Now 0.00
- Future Due 0.00

This may not reflect recent changes to your tuition and fees. For an updated balance, click on Account Inquiry.

Currency used is US Dollar

Make A Payment | Payment Plan Link

Please note: your browser must be set up to allow pop-ups to make a payment. Please contact the Help Desk at 760-744-1150 x2140 if you need help with pop-ups.

Visitor Pass:

Visitors to all Palomar College campuses are required to have a daily parking permit:

- Download the **ParkMobile app** for payment.
- The ParkMobile zone number for visitor spaces are

Escondido	7511
Fallbrook	7512
Rancho Bernardo	7513
San Marcos	7510
San Marcos	7514 for Lots 1, 2, & 3

- The rate is \$1 per each hour or \$5.00 per day.



APPENDIX VIII

Meet our Dual Enrollment Peer Mentor

You may have already seen Linh on campus! She also took college courses while in high school so can provide unique support and encouragement to our Dual Enrollment students. Her role consists in getting Dual Enrollment students connected to Palomar resources.

LINH TRUONG:



Major: Psychology

- I graduated from Mission Hills High School in June 2020.
- A favorite piece of advice I'd like to give students is that their grades and academic achievement do not define them.
- Favorite Quote: "There are no mistakes in life, only lessons." -- Robin Sharma.
- You can contact me by emailing ltruong@palomar.edu. You can expect a reply (to either an email or a phone call) within 24-48 hours.

Peer Contributions:

- Applications
- Recruitment workshops at the high schools
- Information tables at the high schools
- How to Do Well in College Classes & Canvas workshops
- Uploading Dual Enrollment K12s into OnBase
- Contacting Struggling Students with calls and emails offering resources, support, and guidance
- Dual Enrollment Call Campaigns and emailing Palomar's resource document with live links
- TLC front desk reception and coverage
- Coming soon... Monthly, One-to-One Cross Age Peer Mentoring on-site at Dual Enrollment high schools

APPENDIX IX

Help from CCCApply



Welcome to CCCHelp.info

You can also call or email us directly for help with your CCCApplication.

Phone: (877) 247-4836

Email: support@openccc.net

TTY Phone Number (for the Hearing Impaired Only): (877) 836-9332

LINK: [Welcome to CCCHelp](#)

24/7 Support for Students

The CCC Helpdesk is available Monday - Sunday, 12:00 am - 12:00 pm Pacific. to provide support for your students.

Call: (877) 247-4836

You may also contact dualenrollment@palomar.edu for assistance.

APPENDIX X

- Class Schedule
- Add Classes
- Drop Classes
- See Your Class Schedule for Semester
- View & Print Unofficial Transcript
- View Class Grades
- *And more...*

- View Your Financial Aid
- Pay for Classes
- Buy Parking Permit
- Buy Student Activity Card
- Buy MTS Bus Transit Pass
- *And more...*

The screenshot shows the Palomar College Student Center interface. Red callout boxes and arrows highlight the following elements:

- Student Email: Welcome Tab**: Points to the 'Welcome' tab in the top navigation bar.
- Holds on Account**: Points to the 'Holds and Notifications' section on the right sidebar.
- Orientation**: Points to the 'Orientation' link in the 'To Do List' section on the right sidebar.
- Apply for FAFSA link**: Points to the 'Apply for Federal Aid (FAFSA)' link in the 'Financial Aid Links' section on the right sidebar.
- Promise Program**: Points to the 'Promise Program' link in the 'Student Finance Links' section on the right sidebar.
- Personal Information**: Points to the 'Personal Information' section at the bottom of the main content area.

On the left side of the screenshot, there are two lists of navigation options:

- My Records and Enrollment**:
 - Enrollment
 - Official Transcript
 - Other academic:
 - Academic Requirements
 - Class Schedule
 - Course History
 - Enrollment Aid
 - Enrollment Drop
 - Transcript: View Unofficial
 - Transfer Credit: Report
 - View My Grades
 - What if Report
 - Other academic.
- My Finances and Financial Assistance**:
 - My Account
 - Account Inquiry
 - Activity Cards (Ds)
 - MTS Transit Pass
 - Financial Aid
 - Satisfactory Academic Progress
 - View Financial Aid
 - Apply for CCPD (formerly BOGW)
 - Other financial.

APPENDIX XI

Quick Guide to Student Resources

[Quick Guide to Student Resources – Palomar College Office of Student Life & Leadership](#)

Page-at-a-Glance

- [Palomar College Student Success Resources](#)
- [Health](#)
- [Local Resources for Basic Needs](#)
 - [Food & Nutrition Assistance](#)
 - [Help With Bills](#)
 - [Housing](#)
 - [Safe Parking](#)
 - [Technology Resources](#)

Palomar College Student Success Resources

- [Academic Counseling Services](#)
- [Anita & Stan Maag Food & Nutrition Center](#)
- [Behavioral Health Counseling Services](#)
- [Disability Resource Center](#)
- [Federal Work-Study](#) or email finaid@palomar.edu
- [Immigration Services](#)
- [International Student Services](#)
- [Library](#)
- [Palomar College Foundation](#)
- [Preparing for Online Learning](#)
- [Preparing for Your Online Class with Canvas and Zoom](#)
- [Student Health Centers](#)
- [Student Support Services](#)
- [Tutoring/Academic Support](#)
- [Veterans Services](#)

Health

- [COVID-19 Testing Sites](#)
- [Student Health Centers](#)

Local Resources for Basic Needs

- [211 Resources](#): non-profit organization in San Diego County offering resources for **housing** and **food and nutrition services**
- [Findhelp.org](#) (CA and areas outside of CA; this site formerly known as AuntBertha)
- [The Social Care Network](#)
- The [United Way](#) of San Diego County has a Worker Assistance Initiative designed to provide flexible resources to individuals impacted by layoffs and reduced working hours.

Food & Nutrition Assistance

- [211 Resources](#): non-profit organization in San Diego County offering resources for **housing** and **food and nutrition services**

- [Anita & Stan Maag Food & Nutrition Center](#)
- [CalFresh](#)
- [CalFresh Application Assistance Form](#)
- [California Association of Food Banks](#)
- [Directory of Local Meal Distribution Locations](#)
- [Feeding America](#)
 - [Hunger Free Kids](#)
- [North County Food Bank](#)
- [San Diego Food Bank Neighborhood Food Distribution Sites – English](#)
- [San Diego Food Bank Neighborhood Food Distribution Sites – Spanish](#)
- [San Diego Hunger Coalition Food Assistance Resources – English](#)
- [San Diego Hunger Coalition Food Assistance Resources – Spanish](#)
- [The Social Care Network](#)

Help With Bills

- [CA College Student Grant](#)
- [Need help Paying Bills?](#)
- [SDGE Electric Bill Assistance](#)

Housing

- Community Housing Works, call: **(619) 282-6647**
- [San Diego County Housing & Community Development Services](#)
- [Interfaith Services](#)
- [Rent Assistance for North County](#)

Safe Parking

- [Dreams for Change](#)
- [Jewish Family Services](#)

Technology Resources

- [Palomar College Technology Help For Students](#)

Low-Cost Internet

- [AT&T](#)
- [California Connects](#)
- [Charter Wifi HotSpots for public use](#)
- [Comcast Internet Essentials](#)
- [Comcast Free HotSpots](#)
- [Cox Cable Free HotSpots](#)
- [Keep Americans Connected](#)
- [Spectrum](#), call (844) 488-8395

