

Dual Enrollment Palomar College

Student & Parent Handbook

2025-2026

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Palomar College Office of Dual Enrollment

Vision Mission and Values

Vision

In alignment with the Chancellor's Office Vision 2030, Palomar's Office of Dual Enrollment focuses on equity in access, success, and support.

To expand access to underserved rural areas and to marginalized students who may not already be college bound or are underrepresented in higher education.

To increase high school graduation rates, college attendance rates, and college and career readiness for students who are historically underrepresented in higher education, low-income, or first generation through implementation of dual enrollment pathways.

To support dual enrollment students in a caring environment that fosters students' sense of belonging and strengthens their academic self-concept.

Mission

Palomar College Dual Enrollment's mission is to establish high-quality, innovative pathways designed to expand access to college credit for historically underserved populations in order to equitably increase college attendance and graduation rates so that students can have a strengthened sense of belonging and academic self-concept.

Values

The Office of Dual Enrollment's values are aligned with the college's values. Through creating dual enrollment and middle college partnerships, Palomar College strengthens its commitment to transforming lives for a better future.

Access – Expand access to college for historically underserved, first generation, low-income students by making participation easy and free with a robust support system to successfully navigate higher education.

Diversity, Equity, and Inclusion – Connect with a diverse student body and pursue underserved and historically underrepresented students who have historically not attended college by including cross-culturally responsive curriculum in the dual enrollment pathways.

Academic Excellence – Increase college readiness and strengthen students' academic self-concepts while holding students to high standards of academic excellence in a caring environment.

Student Focused – Build students' confidence in taking college courses and increasing their sense of belonging in higher education through positive experiences at Palomar College.

Community – Develop relationships and identify social capital and agency in our communities to recognize the unique needs and strengths across the district in order to make connections between high schools, colleges, and employment.

Welcome

Dear Student and Parents:

This is an exciting and significant step in your academic journey. Being part of the Dual Enrollment Program demonstrates a commitment to pushing your limits and striving for success. You are about to embark on a unique opportunity that will challenge you, while also providing the resources and support needed to help you succeed.

As a Dual Enrollment student, you will have access to a variety of services, academic resources, and opportunities to ensure your success both in the classroom and beyond. The effort you put in now will help you reach your personal and academic goals, while providing invaluable experiences that will shape your future.

The following student and parent handbook has been carefully created to guide you through the Dual Enrollment program. It includes valuable information on:

Campus Resources: Learn about tutoring, academic advising, career counseling, and other support services available to you.

Student Life: Get involved in extracurricular activities, clubs, and events that will enhance your college experience.

Policies and Procedures: Understand your rights and responsibilities as a student to ensure a smooth and successful time at Palomar.

Academic Expectations: Familiarize yourself with course expectations, grading policies, and the support structures designed to help you succeed.

We encourage both students and parents to keep this handbook readily accessible for reference. Remember, you are not alone—Palomar College is here to support you every step of the way. The challenges you face will be rewarding, and this experience will pave the way for your continued success.

Good luck and enjoy the journey ahead!

The Palomar College Dual Enrollment Team

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Program Design

What is Dual Enrollment?

Dual Enrollment is a CCAP partnership between a 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 the student's high school campus, a Palomar College education center, or online. High school students are provided an opportunity to achieve academic goals through 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 and a university transfer.

Middle and Early College High School

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 Palomar College education centers.

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, and the student chooses to drive and park on campus, the student must purchase a parking permit if parking a vehicle on campus. Middle and early college students should contact Dual Enrollment regarding parking permits.

Benefits of Dual Enrollment

Dual Enrollment offers high school students the opportunity to earn college credit for free, saving time and money while preparing for higher education. Key benefits include:

- Academic Advantage:
 - Start college education while still in high school, in a familiar environment.
 - Earn both high school and college credit for the same course.
 - Finish a college degree or certification faster after high school.
- Financial Savings:
 - Free access to all Palomar College resources.
 - Tuition, health, and student fees are waived, and textbooks are provided by the high school.
 - $_{\odot}$ $\,$ Significant savings for students and families.
- College Success:
 - Better prepared for college rigor with a higher rate of success and graduation.

Things to Consider Prior to Taking a College Class

Academic Expectations

- College-level content and faculty expectations may be a difficult adjustment.
- A 'C' grade is required to pass. A 'D' is not sufficient for college credit.
- Most, but not all, classes are transferable to four-year universities.
- All grades become a permanent part of the official college transcript.
- Failing a class could adversely affect future financial aid eligibility.

Participation and Attendance

- Students must start the class when it begins.
- Instructors can see when students log into Canvas and how often.
- Students are expected to attend class regardless of sports or extracurriculars.
 - If conflicts arise, students should discuss with the professor on the first day to explore accommodations.
- Most instructors do not accept late work, even for athletes—check the syllabus.

Time Management and Study Habits

- Commit to the class and homework; each unit requires 2-3 hours of studying per week.
- Use instructor office hours or Palomar's free tutoring for additional support.

Student Responsibility

- Asking for help is the student's responsibility.
- Students with 504s or IEPs must contact Palomar College's Disability Resource Center (DRC) for accommodations at <u>www.palomar.edu/drc</u>.

Dual Enrollment vs. Advanced Placement vs. Concurrent Enrollment

Dual Enrollment:

- Dual Enrollment classes typically replace a high school class.
- The dual enrollment grades are included on a student's official high school and college transcripts.
- Students earn college credit when they pass the class with a grade of 'C' or better.

Advanced Program:

- The Advance Placement (AP) program created by College Board offers college-level courses for high school students and prepares students for an AP exam.
- If the student scores high enough on the AP exam, they may qualify for college credit.
- The fee for each AP Exam is \$98.

Concurrent Enrollment:

- High school students take a college course at a Palomar campus or online.
- Class can still meet both high school & college credit need to check with high school & college counselor.
- **Fees**: Not charged tuition with a K12 on file (each semester) but will pay approximately \$38 in student fees per semester.
- **<u>Books</u>**: Student responsible for purchasing textbooks.

Advanced Placement (AP): Students take AP courses in high school to prepare for exams that may earn college credit, depending on the score and the college's policy. However, not all colleges accept AP credits.

Dual Enrollment & Concurrent Enrollment: Guarantees college credit for grades of 'C' or better, with broader acceptance across universities.

In summary:

- **AP** Requires a passing exam score, and credits may not be accepted by all colleges.
- **Dual Enrollment/Concurrent Enrollment** Guarantees college credit for grades of 'C' or better, with broader acceptance across California universities.

Syllabus

The course syllabus outlines key details such as objectives, requirements, grading, assignments, office hours, and required materials. Students should review the syllabus weekly to stay informed about deadlines and grades. It also includes attendance policies, classroom behavior expectations, and academic integrity guidelines. If students have any questions, they should contact the instructor for clarification.

Course Rigor & Homework-Study Time

Dual Enrollment courses adhere to the same academic standards as college-level courses. Students must be prepared for the commitment required to succeed, which includes additional study time and active participation.

On average, students should plan to study at least two hours per week for every hour spent in class. For example, a three-unit course would require a minimum of six hours of study and assignment preparation each week.

Reminder: Grades are earned, not given.

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

- <u>Study Cycle and Intense Study Session</u>
- Bloom's Taxonomy of Learning
- <u>Advice from Counselors</u>

Student Expectations

Students are expected to take responsibility for their education.

- Read the Syllabus: Review the syllabus each semester for assignment deadlines, test dates, and important course details.
- Manage Your Time: Use a calendar to organize your class schedule, study time, work, and free time.
- Attend and Participate: Aim to attend every class, arrive on time, and take thorough notes. Review and fill in gaps soon after class.
- Stay Engaged: Use textbooks actively by highlighting key concepts and taking margin notes to aid studying.
- Keep Up with Canvas: Log in regularly and follow the syllabus to stay on track with course requirements.
- Seek Help When Needed: Reach out to instructors, counselors, Palomar College tutoring services, or Dual Enrollment for support.

Attendance

- Attendance: Attend all class sessions and arrive on time.
- Anticipated Absences: Notify instructors in advance and submit assignments by their due dates.
- Unexpected Absences: Inform instructors as soon as possible and make up for missed work.
- Extended Absences: In emergencies, contact the instructor's department/office and your high school counselor.
- Class Policies: No guests are allowed, and classes are not held on minimum school days.

Student Responsibility

- Students must follow College District rules, high school policies, and instructor guidelines. All students are expected to:
- Show courtesy and respect for others, even in challenging situations.
- Behave responsibly and practice self-discipline.
- Attend classes regularly and on time, prepared with necessary materials.
- Follow class rules and respect the rights of others.
- Protect property, including College District facilities.
- Cooperate with staff and faculty to maintain a safe, orderly environment.

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 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 of offenses and description of discipline, please see: Student Life & Leadership.

Parking on Any Palomar College Campus

Semester Parking Permits

Any student driving to and parking on any Palomar campus for their classes needs to purchase a parking permit each semester. A vehicle, the permit is \$46. Up to five vehicles can be listed on each permit; however, only one vehicle can be on any campus at one time. Student parking permits are purchased online on MyPalomar. Dual Enrollment students should contact Dual Enrollment at <u>dualenrollment@palomar.edu</u>.

Daily & Hourly Visitor Passes

If students are coming to campus for counseling, tutoring, or for any other service, only a visitor parking permit is needed. Palomar uses the ParkMobile digital parking system. ParkMobile provides daily and hourly parking permits on all Palomar College campuses. Visitor parking permits are \$1.00 per hour or \$5.00 per day and purchased through the ParkMobile app.

Using the app, the user will insert a parking Zone Number which identifies where the user will be parking their car. Zone Number signage is displayed throughout each campus' parking lots.

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

Process for Becoming a Dual Enrollment Student

Application, Admission, and Enrollment Process

- Get Permission: You need approval from both your high school district and parent.
- **Apply Online**: Complete the online <u>Application for Admission</u>. Click <u>Application Instructions</u> for application steps.
- **Submit Forms**: Fill out the <u>K12 Special Admission Approval Form</u> and submit to your high school Dual Enrollment liaison.
- Students/Parents/Guardians should be aware that: Students will be required to complete the annual Sexual Assault Prevention for Community Colleges online training. This training is required for all community college students in California under AB 2683 and AB 2608. Please contact Palomar's Title IX Coordinator at https://www.palomar.edu/titleix/ if you have questions about the content of this required annual training.
- **Complete** the <u>residency paperwork</u> if you have been designated as an out-of-state resident. Email the documents to <u>admissions@palomar.edu</u>.
- **Enrollment:** Palomar College's Dual Enrollment team will enroll the student once the high school submits the completed paperwork.
- Students with a **504 or IEP** should apply to Palomar College's Disability Resource Center for accommodations.

Submit the Palomar College Application

Apply online at <u>www.palomar.edu/apply</u> and create an OpenCCC account then carefully answer the questions on the Palomar College Application.

You will receive an email from admissions with your student ID and student email 3-5 business days after completing the application. Then, you can create your password and activate your student email upon logging into your MyPalomar.

California Residency

Follow these steps to update your residency status:

- 1. Complete the Request for Review of Residence Status Form.
- 2. Submit supporting documentation:
 - United States Citizens:
 - If the student is under eighteen, parent documents will be used.
 - Palomar College prioritizes the following documentation when assessing residency status:
 - California driver's license
 - California vehicle registration
 - California Resident Income Tax Return (Form CA 540) for the previous year*
 - Proof of physical presence in California dated at least one year and one day prior to the semester of reclassification.

• Non-United States Citizens:

• Valid immigration documentation that establishes domicile (e.g., Permanent Resident, DACA) dated at least one year and one day prior to the start of the semester for reclassification.

3. Submit Completed Documents

Documentation can be submitted in the following ways:

- o In Person: Admissions Office on the San Marcos campus or any of our education centers
- Fax: (760) 761-3536
- Email: admissions@palomar.edu
- By mail: 1140 W. Mission Rd. San Marcos, CA 92069 Attn: Admissions

4. If the student is a high school student without supporting documentation:

- The student may qualify for the SB 150 Non-Resident Tuition Exemption for Special Part-Time Students.
- To qualify, the student must:
 - Not have valid nonimmigrant status (except for T & U visas)
 - Be classified as a nonresident of California.
 - Reside in California during the period of attendance.
 - Be admitted as a special "part-time" or Career Access Pathways Partnership (CCAP) participant.
- The exemption is valid:
 - On a semester-by-semester basis
 - If the student meets the requirements
 - If the student is admitted under special part-time status or CCAP
- The student will need to submit the "Request for Review of Residence Status" form to determine eligibility for the exemption and resubmit it each semester when requesting a residency status change.

5. Active-duty military, military dependent, or veteran:

• Visit <u>Military Exceptions</u> page for more information.

6. Graduated from a California high school and meet AB540 exemption requirements:

- Visit <u>Assembly Bill 540</u> page for more information.
- 7. Special Immigrant Visa holders, Refugees, T and U visa holders with less than one year of residence in California:
 - Visit the appropriate page for additional information.
- 8. Appeals:
 - If your residency status is denied after completing the reclassification process, you may submit an appeal with additional supporting documentation.
 - It is the student's responsibility to clearly demonstrate both physical presence in California and intent to establish California residence (T5 54026).

If the student is claimed as an exemption for income tax purposes, also submit the California Resident Income Tax Return for the prior year of the parent(s) who claimed the student.

Activate Student Accounts

Using the MyPalomar SPRINGBOARD, students should open each account to ensure access without any difficulty.

- Go to <u>www.palomar.edu</u>
- Click on MyPalomar; this will bring up the MyPalomar SPRINGBOARD.

Logins for MyPalomar & Student Accounts: Usernames & Password

The following are notes on usernames and passwords for student accounts at Palomar College. Students only have one password at Palomar College, and it is used for every student account: MyPalomar, Palomar Student Email, and Canvas.

For the protection of student accounts and information, Palomar College requires students to change their Palomar College password every six months.

MyPalomar: https://my.palomar.edu

Username: 9-digit Student ID number Password: Palomar password <u>www.palomar.edu</u> > MyPalomar > Password Setup/Reset ID Help

Canvas: <u>https://www.palomar.edu/atrc/lms-login/</u> Username: The entire Palomar student email address Password: Palomar password Path: <u>www.palomar.edu</u> > Canvas

Palomar Student Email: http://www.outlook.com/student.palomar.edu Username: The entire Palomar student email address Password: Palomar password

For students who want to use a computer on campus or print on campus:

Palomar College computers/laptops on campus: Username: 9-digit Student ID number Password: Palomar password

Go Print Station:

Username: 9-digit Student ID number Password: Palomar password

Disability, IEP, or 504 Accommodations

If students have a **504** or an **IEP** in high school, they need to apply to Palomar College's Disability Resource Program before accommodations in dual enrollment classes can be made. Accommodations listed in an IEP or 504 will not automatically be approved or applied to the dual enrollment course(s). High school students enrolled in a Palomar College Dual Enrollment course and seeking disability-related accommodations, such as extended exam/quiz time or note taking services, are responsible for applying to our <u>Disability Resource Center</u>.

Steps to Apply for Disability Resource Services (DRC)

- Apply to Palomar College
- Fill out and sign the DRC Application
- Obtain Verification

Students are responsible for providing Verification of Disability documentation. Access the <u>verification of disability form</u> from the <u>DRC Forms</u> section of the website or obtain documentation from one of the following:

- School District (i.e., Psychological Educational Report, IEP)
- o Medical Provider
- o Clinician (Psychiatrist, Psychologist, LCW, MFT)
- o Learning Disability Specialist

Documentation should include information such as the following:

- o Student's Full Name
- Diagnosis (i.e., specific learning disability; ADHD; fibromyalgia; migraines, etc.)
- o 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.)
- o Date(s)

• An IEP or 504, also submit any related psychoeducational testing or reports.

Submit Completed Documents:

Fax: (760) 761-3509 Email: <u>drc@palomar.edu</u> Mail: 1140 West Mission Rd. San Marcos, CA 92069 Attn: Palomar College DRC

Once all documents have been submitted:

A DRC Counselor or Director will review the verification of disability documents. A DRC staff member will then contact the student within three business days, or 72 hours, to request any missing documents or to schedule the welcome appointment.

Register for Classes

Unit Petition

K-12 students are limited to seven units in Fall and Spring terms and five units in the summer session. Students can petition to exceed these limits in certain circumstances. Students interested in taking more than 7 units in their first semester must complete the <u>K12 Special Admission Unit Petition</u> and submit it to the Office of Dual Enrollment at <u>dualenrollment@palomar.edu</u> with an unofficial high school transcript and college grades 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 MyPalomar under Holds and Notifications to see what the hold is regarding. It may be one of the following:

SSN – Social Security:	$Contact: \underline{admissions@palomar.edu} \ or \ \underline{dualenrollment@palomar.edu}$
Library Fees:	Contact: Library at <u>library@palomar.edu</u> or (760) 744-1150 ext. 2612
Under 18 years of age:	Contact: dualenrollment@palomar.edu

Waitlist

Getting on a Waitlist

- If a class is full, students can add themselves to the waitlist. Not all classes offer a waitlist option.
- When a seat becomes available, the next student on the waitlist may be added to the class.

Waitlist Procedure

- Palomar uses an auto-enroll system which automatically enrolls the next student on the waitlist when a seat becomes available.
- Students will be notified via their Palomar student email if they have been auto enrolled from the waitlist into a class.
- Classes for which students are waitlisted do not count as official enrollment.

- Students will NOT be auto enrolled from the waitlist if any of the following conditions apply:
 - The student has not met the corequisites or prerequisites for the class.
 - There is a hold on the student's record (e.g., past due fees, address hold, SSN verification, disciplinary hold, etc.).
 - The student is officially enrolled in the same course but a different section.
 - There is a time conflict with another course.

Add, Drop, and Withdrawal Policies and Procedures

Dates and Penalties

Important: Dual Enrollment courses count towards high school graduation.

• If a student decides not to complete a course, they must contact their high school counselor first. Dual Enrollment will then drop the student.

Drop Policy:

- Within the first 2 weeks of a full semester or 20% of a short-term course: No grade assigned, no record.
- Second to eighth week of a full semester or 20%–50% of a short-term course: Withdrawal (W) grade.
- After the eighth week or 50% of a short-term course: Evaluative grades (A, B, C, D, F, FW) or Incomplete (I) assigned.

Students can file a **Pass/No Pass** form with Admissions by the day prior to the last day of instruction. Email the form to <u>admissions@palomar.edu</u>. The form is available at <u>https://www.palomar.edu/enrollmentservices/forms/</u>

- Failure to attend classes or log onto Canvas may result in an 'FW' grade.
- Check exact dates and penalties in MyPalomar under "My Schedule."

Remember students **MUST** contact their high school counselor <u>before</u> dropping a class, as it may impact the students' high school graduation.

Grades

Passing classes with a 'C' or better is required for college credit at Palomar College. Understand that all grades will become part of the student's permanent college transcript and also understand <u>failing grades</u> can affect future financial aid in college.

Understand How to Navigate Canvas

Before classes start, students should log into Canvas to ensure access. If issues arise, immediately submit an ATRC HELP Ticket.

Palomar College's Tutoring Center offers helpful videos on using Canvas and Zoom. Access them **here:** <u>Preparing for Your Online Class with Canvas & Zoom?</u>

If you need help learning how to use Canvas or Zoom, we have assistance available through our Tutoring Center.

Schedule Live Tutoring Help for Canvas and Zoom:

- Calvin Please email for an appointment: <u>clew@palomar.edu</u>
- Diego (hablo español también): Please email for an appointment: dlecca@palomar.edu
- Mario (hablo español también): Please email for an appointment: <u>mmartinez3@palomar.edu</u>
- Nick Please email for an appointment: <u>nquintana@palomar.edu</u>

Canvas Account Timing

- After applying to Palomar College, it may take up to 3 hours for the Canvas account to be created.
- After course enrollment, it may take up to 3 hours for a course to appear on Canvas.
- Instructors' open courses on the first day of class.

Course Content Questions

For questions about course content or layout, contact the instructor directly.

Getting Canvas HELP

If students encounter issues logging into Canvas, they must immediately submit a HELP Ticket to ATRC. Include a screenshot or photo of the error message. After submitting the ticket, monitor Palomar student email for updates from ATRC. Failure to respond may result in the ticket being closed.

How to File a Canvas HELP Ticket

- 1. Visit <u>https://www.palomar.edu/atrc/</u>.
- 2. Click on the Academic Technology Resources Centers Help site link.
- 3. Log in with your Palomar student email and password.
- 4. Click **SUBMIT TICKET** in the bottom right corner.
- 5. After searching for a solution, click "I STILL NEED TO OPEN A TICKET."
- 6. Complete the form and include a screenshot/photo of the error.

Students need to monitor their Palomar student email frequently for responses from ATRC (atrc@palomar.edu). If students do not respond, ATRC may close the HELP Ticket.

Academic College Counseling

Dual Enrollment students have free access to Palomar College counselors. We have dedicated counselors for PPMC at our Rancho Bernardo campus and MCOG at our Escondido Center campus. Appointments are available via in-person, Zoom, or phone, whichever fits the student's schedule.

Students can also schedule academic counseling appointments with Palomar College's Counseling Department at (760) 891-7511 or <u>counseling@palomar.edu</u> or on Counseling's website at <u>Schedule An Appointment – Counseling Department</u>.

Locate Instructors, Department, and Staff Emails and Phone Extensions

Students can locate the phone numbers and email addresses for all Palomar College employees and departments by using the <u>Directory</u>.

Palomar Student Email

Our only means of contacting students is through their Palomar College student email. Be sure to read the student email daily. The login for the Palomar student email is the full student email address and the one Palomar password. To access, simply click the Student Email tile on the <u>MyPalomar SPRINGBOARD</u>.

Tutoring

Students who are struggling in any class, regardless of their grades, should take advantage of tutoring services. Palomar College offers free tutoring, and students are encouraged to discuss any concerns with their instructor, who is familiar with the course content, student progress, and other helpful details. Students can access tutoring services by contacting star@palomar.edu or calling (760) 744-1150 ext. 2448. Tutoring is available both in-person and via Zoom.

Tutoring Locations and Services

STAR Tutoring Center:

LRC-105, Library, 2nd Floor, San Marcos Campus, ext. 2448 Tutors are available for 30-minute tutoring sessions. Students are served on a walk-in basis and Zoom. Students must be registered for the course(s) for which they seek assistance.

Math & Science Learning Center:

LRC-318, San Marcos Campus, ext. 2718 Walk-in tutoring and Zoom is available. Enrollment in a math class is required.

Teaching and Learning Center (TLC):

Locations: Rancho Bernardo Education Center, Escondido, and Fallbrook Education Center Tutoring at our Education Centers is in the Teaching & Learning Centers (TLC).

Writing Center:

LRC, Library, 2nd floor 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 to make an appointment. Walk-in students are also served as tutor availability allows. Writing tutors are also available at the Escondido Education Center TLC (call ext. 8171 for exact hours).

Business & Accounting Tutoring:

MD-335, San Marcos Campus

The Business Administration Department offers supplemental instruction in-person or via Zoom. Students can drop in via Canvas or schedule an <u>appointment</u>. For questions, please email Lourdes Runk at <u>lrunk@palomar.edu</u>.

FREQUENTLY ASKED QUESTIONS

FAQ – Dual Enrollment

College Resources

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

Resource	Department	Contact Information
Canvas	ATRC	Website: Academic Technology Resources Centers
		Email: See website for staff contact information.
Tutoring	Tutoring	Website: Palomar College Tutoring Services
		Email: <u>star@palomar.edu</u>
		Ext: 2448
Library	Library	Website: Palomar Library Homepage
		Email: <u>library@palomar.edu</u>
		Ext: 2612
Food	Student Life	Website: Palomar College Office of Student Life & Leadership
Housing	&	Email: studentlifeandleadership@palomar.edu
Help	Leadership	Ext: 2594
Career	Career Center	Website: Welcome to the Career Center
Exploration,		Email: See website for staff contact information
Internships		Ext: 2194
IEP or 504	DRC	Website: Disability Resource Center
Accommodations		Email: <u>drc@palomar.edu</u>
		Ext: 2375
Personal	Behavioral Health	BHCS Website: Behavioral Health Counseling Services
Counseling	Counseling	Email: <u>bhcs@palomar.edu</u>
	Services	Phone: (760) 891-7531
Health Services	Student Health	Student Health Center: <u>Health Services</u>
	Center	Email: studenthealthcenters@palomar.edu
		Phone: (760) 891-7530
		Community Resources
Behavioral Health	Optum San Diego	Website: Optum San Diego
Services		Phone: (888) 724-7240

Safety, Food,	Community	Website: Community Resource Center
Counseling, Legal	Resource Center	Phone: Check Website
& Social Services		
Behavioral Health	Neighborhood	Website: Behavioral Health - Neighborhood Healthcare
& Health Care	Healthcare	Phone: (833) 867-4642
Health, Dental,	Vista Community	Website: Affordable Health Care Service Provider Vista Community
Pharmacy,	Clinic	Clinic
Behavioral Health		Phone: (844) 308-5003
Health	Centers for	Website: Centers for Disease Control and Prevention
Information	Disease Control	Phone: Check Website
	and Prevention	
Suicide & Crisis	988 Suicide &	Website: <u>988 Lifeline</u>
Lifeline	Crisis Lifeline	Phone: 988

For additional information or assistance with student resource, please visit <u>Palomar College Office of</u> <u>Student Life & Leadership website</u>.

Transition to College After High School:

Palomar Promise

During the student's senior year, seniors should apply to or update their Palomar College application for the FALL semester that follows their senior year.

After applying to Palomar College, seniors 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 the first year). The Palomar Promise application typically opens in October of each year. For more details, questions, and information regarding the Palomar Promise contact <u>Palomar Promise</u>.

Palomar Scholarships

Also, during the student's senior year, they are eligible to apply for our Palomar College scholarships. Seniors can apply from May to August before the Fall semester. Palomar College has hundreds of scholarships available with one application. See the <u>Scholarship website</u> for more information.

Parents

Family Educational Rights and Privacy Act (FERPA)

- FERPA (Family Educational Rights and Privacy Act) protects the privacy of student educational records.
- As college students, dual enrollment participants are responsible for managing academic matters independently. Parents cannot communicate with instructors or access student records without the student's written consent.
- Regardless of age, dual enrollment students are considered college students, and parents cannot directly communicate with professors or the college without the student's permission.
- Student rights under FERPA transfer from the parent/guardian to the student, meaning students must manage their own academic affairs.
- Parents may participate in conversations or meetings with the student's permission.

• Parents, guardians, relatives, or friends cannot act on behalf of the student without formal written consent, as outlined in Section 99.5 of FERPA (FERPA | Protecting Student Privacy).

How to Support Your Student in College

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

How Can I Get 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.

BHS	Bonsall High School & Early College Contact: Eryn Kjelland Phone: (760) 305-5700 Email: eryn.kjelland@bonsallusd.com	Escondido Charter High School Contact: Steve Prodan Phone: (760) 737-3154 x 139 Email: sprodan@amhcs.org
	Escondido High School Contact: Leticia Magdaleno Phone: (760) 291-4062 Email: Imagdaleno@euhsd.org	Guajome Park Academy Contact: Daniel Whittaker Phone: (760) 631-8500 x 3118 Email: whittakerda@guajome.net
NORTH COUNTY	High Tech High North County Contact: Dereice Dawson Phone: (760) 759-2725 Email: ddawsonjr@hightechhigh.org	Mission Hills High School Contact: Stephanie Brizeno Phone: (760) 290-2755 Email: stephanie.brizeno@smusd.org

Partnership High Schools

	Mission Vista High School Contact: Chivon Parli Phone: (760) 758-6800 ext. 73942 Email: chivonparli@vistausd.org Orange Glen High School Contact: Hiba Diaz Phone: (760) 291-5085 Email: hdiaz@euhsd.org		Middle College @ Orange Glen High School Contact: Rita Guerra Phone: (760) 291-5037 Email: rguerra@euhsd.org San Marcos High School Contact: Areli Amador-Simpson Phone: (760) 290-2314 Email: areli.amador-simpson@smusd.org
P	Poway to Palomar Middle College Contact: Anthony Sims Phone: (858) 679-2531 Email: asims@powayusd.com	Æ	Fallbrook High School Contact: Raquel Chavez Phone: (760) 723-6332 ext. 6295 Email: rperez@fuhsd.net
	Poway High School Contact: Blanca Arreguin Phone: (858) 748-0245 ext. 5136 Email: barreguin@powayusd.com	~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~	Westview High School Contact: Alisa Berner Phone: (858) 780-2000 ext. 3080 Email: aberner@powayusd.com
T Frank	Rancho Bernardo High School Contact: Maureen Changnon Phone: (858) 485-4810 Email: mchangnon@powayusd.com		Mt. Carmel High School Contact: Charmaine Ferrer Phone: (858) 4841180 ext. 3151 Email: cferrer@powayusd.com
	San Pasqual Academy Contact: Chris Toomey Phone: (760) 307-1318 Email: ctoomey@sdcoe.net		Vista Visions & Alta Vista & Major General Murray High Schools Contact: Juliet Ross-Mau Royer Phone: (760) 631-2502 ext. 89003 Email: julietross-mau@vistausd.org

Ramona High School Coming soon	San Pasqual High School Contact: Tessa Leon Phone: 760-291-6006 Email: tleon@euhsd.org
Classical Academy High School Contact: Nichole Chase Phone: (760) 480-9845 Email: nchase@classicalacademy.com	Twin Oaks High School Contact: Veronica De La Torre Phone: (760) 290-2541 Email: Veronica.DeLaTorre@smusd.org

Appendix

Appendix I: Palomar College Application

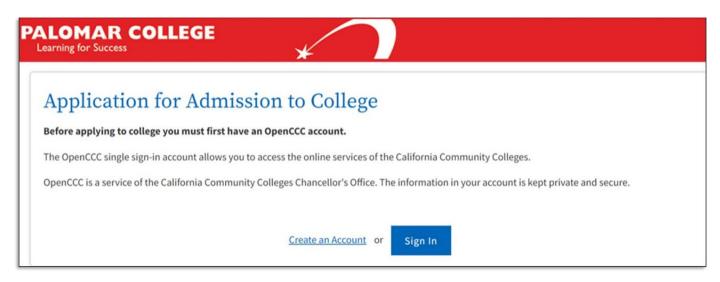
- Visit <u>www.palomar.edu/apply</u>.
- Create an OpenCCC Account
- After creating the OpenCCC Account, complete the Palomar application for the associated term.
- After your application is submitted, you will immediately receive a confirmation email with your CCC Apply Application ID and confirmation number. Please save for your records.
- Within 3-5 business days, you will receive a Welcome Email from Palomar College containing your Palomar Student ID number and Palomar Student email address.
- Set your Palomar password here
- Log into <u>MyPalomar</u> with your created password and activate your Palomar Student email account.

College Application

Use Google Chrome

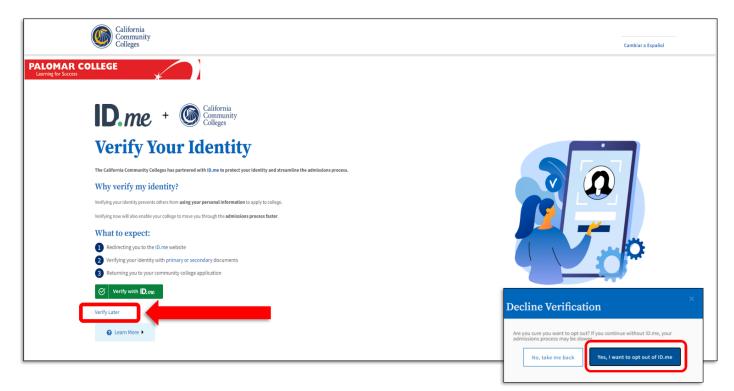


Create a CCC Account or Sign In



DO NOT use high school email.

ID.me & CCC - VERIFY LATER



Create New Account

Create Your		Do Not Use High School Email
Account		
Enter your mobile phone number to begin creating your California Community Colleges student account. You will receive a code via text message to verify your identity and keep your account secure.	Verify Your	
Mobile Phone	Account	
For international numbers insert + before country code Use email instead	A verification code has been sent to grac*********@yahoo.com. P enter the verification code to verify your account. If you did not re the code in your inbox, check your spam or junk folder.	
Text My Verification Code	Verification Code	Code a second Callensia Community A Code incide comments (Calleges assume and Callensia Community Calleges assume). 2014
Back to Sign In		Contact Information From entry our Contact Information From entry our Contact Information in the Molecular Meth.
	Verify Email	fmail Address ² granaturegaliyapha.com
	Didn't receive an email? Resend email Back to Sign In	processing and processing and a second
L		Primary Planes Number Planes Type wolk wolk vacuum the second

Sign into Account

To continue to your California Community Colleges please sign in or create a new account.	student account,	
Email or mobile phone * srogers@palomar.edu	A validation Code A validation code has been used to pare even a abless be ¹⁰⁰ /gradiente code. Please enter the code year evenined beins. Validate Code	
	Next Update Contact Information	Account Verification

Start a New Application

PALOMAR C Learning for Success	OLLEGE	1			
My Applicat	tions				
			Г	Start a New Application	
In-Progress App	plications				Palomar College
Delow are applications App ID 23085691	s you have started but have not yet submitted. You College Palomar College	can resume or delete individual applic Type Standard	ations at any time. Started February 23, 2022	Paused March 18, 2022	Welcome
			: Semeste		Enrollment Information Term Applying For [®] Spring 2025 (January 06, 2025 to May 22, 2025) Educational Goal [®] Undecided on goal Intended Major or Program of Study [®] University Studies: Emphasis in Mathematics and Science AS Save Continue >

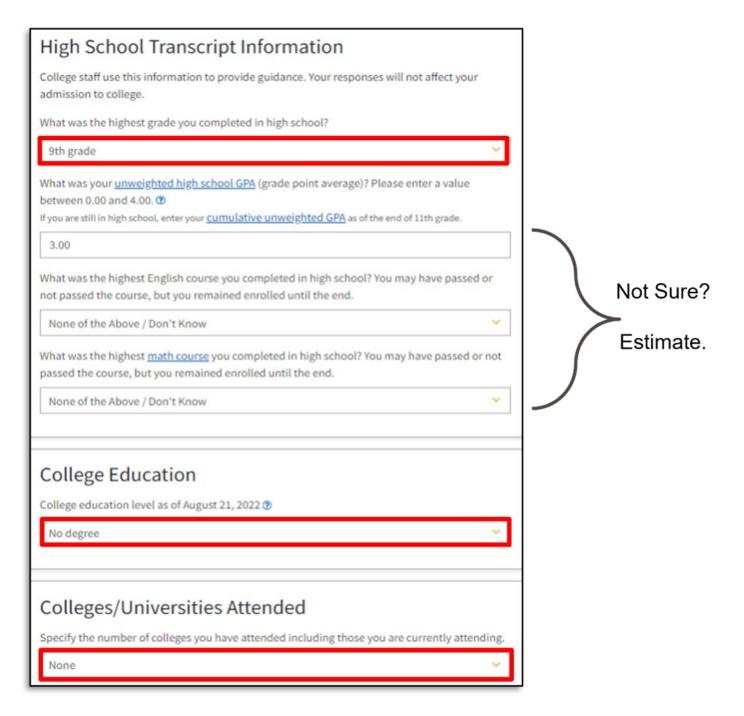
SSN or Tax ID Number (TIN)

e Social Security Number (SSN) or Taxpayer Identification Number (TIN/iTIN) is cilitating federal financial aid, and reporting tax-related information to the Inter- Imission.	
hy am I being asked for my social security number?	Click No if you do not know your
you have a social security number or taxpayer identification number?	SSN or if you do not have an SSN.
Yes, Leave a social social	
Providing a social security number or taxpayer identification number is not re non-U.S. resident students (whether documented or undocumented), studen courses, students whose qualified tuition and related expenses are waived or paid by an institutional third party including an employer or government age 1.) A SSN or TIN/iTIN is not required when IRS reporting is not required.	nts taking noncredit r paid with scholarships or
Check this box if you are a student enrolled exclusively in noncredit courses, an president alien, or another exception and do not have a social security number	

Education Levels

Education	
College Enrollment Status	
As of August 21, 2022, I will have the following college enrollment status: 🕐	
Enrolling in high school (or lower grade) and college at the same time	Enrolling in high school & college at the same time
High School Education	
High school education level as of August 21, 2022 🕐	
Will be enrolled in high school (or lower grade) and college at the same time	
Current or Most Recent High-School Attended Country Country United States of America (the)	• I attended high school
State 🕐	
California	California
Enter the name or city of the last school or homeschool you attended. Then make a selection from the list. $\ensuremath{\mathfrak{D}}$	
Orange Glen High School	Name of your high school

High School & College



Important: California Residency

Residency

Your responses will be kept private and secure and will not be used for discriminatory purposes.





Most Important Question!

If student has lived in California for last 1 ½ years, answer YES.

Citizenship & Military

tizenship/Military r responses will be kept private and secure and will r	not be used for discriminatory purpose
Citizenship & Immigration	
Citizenship & Immigration Status ⑦	
U.S. Citizen	~
U.S. Military/Dependent of Mil	itary
J.S. Military status as of August 25, 2024 🕐	itary
U.S. Military/Dependent of Mil J.S. Military status as of August 25, 2024 ③ None apply to me	

Not U.S. Citizen?

If no documents for citizenship or not started immigration process: Select "Other" and check the "No Documents" box.

College Application	College Application	Citizenship/Military
Palomar College Term: Spring 2022 Application #: 21835569	Palomar College Term: Fall 2021 Application #: 21809887	Citizenship & Immigration Citizenship & Immigration Status @
Citizenship/Military	Citizenship/Military	Other V If you are not a U.S. citizen, please enter the following:
Citizenship & Immigration Citizenship & Immigration Status @ - Select Status - Select Status U.S. Citizen Permanent Resident	 ✓ Citizenship & Immigration Citizenship & Immigration Status ⊕ Permanent Resident ✓ If you are not a U.S. citizen, please enter the following: Alien Registration Number ⊕ 	Visa Type Select Visa - No documents Visa issue Date (b) Month Day Year Visa Expiration Date (b) Month Day Year
Temporary Resident / Amnesty Refugee / Asylee		- Select - - Sel
Student Visa (F-1 or M-1)		
Other		

Information

Dependents	
Do you have a child or children under the age of 18 who will receive more than half their support from you?	• Do <u>YOU</u> Have Childrer
O Yes ® No	
Parent/Guardian Educational Levels	
Regardless of your age, please indicate the education levels of the parents and/or guardians who raised you. ⑦	 Parent Education
Parent or Guardian 1 🕐	
Unknown 🗸	
Parent or Guardian 2 🕐	

Family Info & Your Palomar ID Number

Supplemental Questions

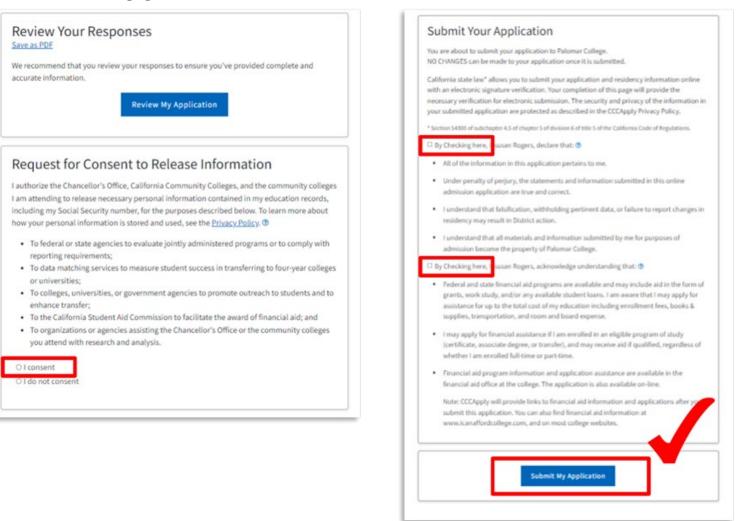
١

The following questions will assist Palomar in obtaining Federal, State, and private grants that may be beneficial to all students.

Four	.~
What is your best estimate of your annual family/household incom not overestimate or underestimate your income, as it may affect F	the second s
Decline to state	~
Please estimate your average number of hours per week of emplo	yment during the semester.
Not employed	~
f you are a returning Palomar College student and you know your enter it, otherwise leave the Student ID field blank.	student ID number please

Very important to use your Palomar ID number, so you don't get a duplicate account. We don't know until something has gone wrong!

Submit Application: 3 Consents



Confirmation Information & HELP

Take a picture and save.

Confirm	ation	
kait, your applicat	tion for admission has been submitted to Palomar College.	
Name	kait chapter	If you do not receive your Palomar ID Number in
CCCID	CEX4239	5 Business Days:
College	Palomar College	Email your:
Term	Summer 2022	Full Name CCCID Number
Email	susanmrogers3@gmail.com	CCC Confirmation Number
Date & Time	March 18, 2022 1:31:29 PM	dualenrollment@palomar.edu
Confirmation #	23233703	

Admissions will send an email to the email address used in the application with the student's Palomar ID and Palomar student email address.

What's Next?

PALOMAR COLLEGE* Learning for Success	
Susan Rogers	
Palomar ID: 00000000	
Palomar Email: srogers3480@student.palomar.edu	
Please print this page and keep it for your records. All communications from Palomar College will go to your Palomar College email account listed above.	
Giovanni,	
Congratulations on completing your application to attend Palomar College. We look forward to being part of your educational journey.	
If you previously received an email from us with this information, please disregard this email.	
We are here to help!	
Please review the following steps to complete your enrollment. If you have any questions Palomar College staff are here to support you every step of the way!	
YOUR NEXT STEPS TO ENROLL	

	 CREATE PALOMAR PASS You now must create a p You only have 1 passwore Path: www.palomar.edu For assistance, contact: A admissions@palomar.edu 	assword to a d at Palomar > MyPalom	: MyPalomar, ar > Password ffice (760) 74	Canvas, and Canvas, and Canvas	l student ema et tile on Spri	
	 2. LOCATE YOUR PALOMA It's located at top of Well used in CCC Application. Log into MyPalomar Click on My Pro Click Contact In Find your Palom Take a PHOTO with your Open your Palomar stude Email tile on Springboard Check email twice a weel 	file – on red fo nar student o phone, so y ent email by d.	from Admissi navigation m email address ou always har	ons, which v enu on left-s underneath ve it! It's you	iide. home addre: ur CANVAS lo	ss. ogin also.
	 3. CHECK YOUR CLASS ENROLLMENT Log into your <u>MyPalomar</u> student portal and ensure you are enrolled in the correct class(es). Path: <u>www.palomar.edu</u> > MyPalomar > MyPalomar Student Login Sign into your MyPalomar using Palomar ID number and password. Click on My Schedule - in left red navigation menu. 					
CANVAS	4. LOG INTO CANVAS • Check your class schedule • Log into Canvas BEFORE • Log into your MyPaloma Springboard. Sign in with Internet States MyPace States Comparison	classes begin	to ensure no rtal and click o	problems. on the CANV	AS tile on th	
	d in your class but are unable to	-		-	-	

Appendix II: K12 Special Admission Form

K-12-Special-Admission-Approval-Form-Ver10232024-new.pdf

- Signatures must be in ink. They cannot be typed or computer generated unless it is a verified Adobe e-signature.
- Once signed by both the student and parent, submit the K12 form to the high school Dual Enrollment liaison.

PAL	office of Admissions Admissions@palomar.edu (760) 744-1150 Ext 2164		I Admission Approval Form lents will be limited to 7 units in Spring/Fall - 5 units in Summer)
Impo	rtant: Students must APPLY to Palomar College and receive a Palomar Stu	ident ID number/email PR	OR to submitting this form.
	for Home-Schooled Students: In order to satisfy the counselor/principal s credited private school must submit a copy of the current Private School A		
	*Please-NO TYPED SIGNATURES. Only physical or di	i <mark>gital</mark> Adobe Fill and Sig	n signatures are acceptable.
	Select only ONE semester: Semester/Year: Summer	(Year) 🗌 Fall	(Year) Spring (Year)
	A. Student's Name - Last, First, MI	B. Date of Birth	C. Palomar ID Number
ŧ			
Student	D. Student's E-Mail Address		E. Expected High School Grad Date (Month/Day/Year)
	I have read the Notice to Minor Students/Parents/Guardians:		
	*Student Signature :		Date :
Parent/Guardian	participating in the Dual Enrollment Program or because my student will b parent/guardian of the above named student and that I give my consent f Minor Students/Parents/Guardians. I understand the conditions under wh privacy of student records. I am aware that my minor child will be establis regulations regarding medical treatment for minor children. The Palomar ED CODE § 76407 or email <u>studenthealthcenters@palomar.edu</u> .	for their attendance at Pal ich my minor child is being hing a permanent college	omar College. I have read the attached Notice to admitted, including but not limited to fees and record. Palomar College follows state and federal
ä	*Parent/Guardian Signature :		Date :
Palomar Instructor	Palomar Instructor Section: To be completed b Please Note: Palomar College instructors have full discretion to approve Admissions Form, as instructor approval is needed for each individual co the course; it does not grant permission to enroll or guarantee enrollme Students under the age of 16 must also submit an Add/Drop Fo Course Number: Course Title: In (Example: 71303) Course Title: In *Instructor Signature :	e or deny students in these ourse. The instructor's signent.	e cases. Each class requires a separate K-12 Special hature in this section solely confirms age approval for
			Date :
	<this <u="" is="" section="">NOT required if you will be a high</this>	h school graduate <u>P</u>	
Certification	CThis section is <u>NOT</u> required if you will be a high As Principal or designee: Pursuant to Education Code 48800.5 and 76001, that the student is able to benefit from the advanced course work. The st student has exhausted all opportunities to enroll in an equivalent course, number of recommendations to no more than five percent (5%) of the to the recommendation for summer session. The student may exceed the 5% apply toward the IGETC or CSU GE breadth requirements or are part of a statement of a summer session.	, I have reviewed the acad tudent demonstrates adeq if any, at his or her schoo tal number of pupils who % rule if the student is taki	RIOR to the start of the semester> emic record of the above name d student and certify uate preparation in the discipline to be studied. The of attendance. I certify that I am limiting the completed the grade immediately prior to the time of ng classes in one of the following areas: courses that
cial Certification	Control State Control Con	, I have reviewed the acad tudent demonstrates adeq if any, at his or her schoo tal number of pupils who % rule if the student is taki	RIOR to the start of the semester> emic record of the above name d student and certify uate preparation in the discipline to be studied. The of attendance. I certify that I am limiting the completed the grade immediately prior to the time of ng classes in one of the following areas: courses that
	<this a="" be="" high<br="" if="" is="" not="" required="" section="" will="" you="">As Principal or designee: Pursuant to Education Code 48800.5 and 76001 that the student is able to benefit from the advanced course work. The st student has exhausted all opportunities to enroll in an equivalent course, number of recommendations to no more than five percent (5%) of the tot the recommendation for summer session. The student may exceed the 55 apply toward the IGETC or CSU GE breadth requirements or are part of a Recommended Course(s): Counselor/Principal Printed Name :</this>	, I have reviewed the acad tudent demonstrates adeq if any, at his or her schoo tal number of pupils who % rule if the student is taki	RIOR to the start of the semester> emic record of the above name d student and certify uate preparation in the discipline to be studied. The of attendance. I certify that I am limiting the completed the grade immediately prior to the time of ng classes in one of the following areas: courses that onal sequence.
	<this a="" be="" high<br="" if="" is="" not="" required="" section="" will="" you="">As Principal or designee: Pursuant to Education Code 48800.5 and 76001, that the student is able to benefit from the advanced course work. The st student has exhausted all opportunities to enroll in an equivalent course, number of recommendations to no more than five percent (5%) of the too the recommendation for summer session. The student may exceed the 53 apply toward the IGETC or CSU GE breadth requirements or are part of a Recommended Course(s): Counselor/Principal Printed Name : *Counselor/Principal Signature :</this>	, I have reviewed the acad tudent demonstrates adeq if any, at his or her schoo tal number of pupils who % rule if the student is taki	RIOR to the start of the semester> emic record of the above name d student and certify uate preparation in the discipline to be studied. The of attendance. I certify that I am limiting the ompleted the grade immediately prior to the time of ng classes in one of the following areas: courses that onal sequence. Date :
	<this a="" be="" high<br="" if="" is="" not="" required="" section="" will="" you="">As Principal or designee: Pursuant to Education Code 48800.5 and 76001 that the student is able to benefit from the advanced course work. The st student has exhausted all opportunities to enroll in an equivalent course, number of recommendations to no more than five percent (5%) of the tot the recommendation for summer session. The student may exceed the 55 apply toward the IGETC or CSU GE breadth requirements or are part of a Recommended Course(s): Counselor/Principal Printed Name :</this>	, I have reviewed the acad tudent demonstrates adeq if any, at his or her schoo tal number of pupils who % rule if the student is taki	RIOR to the start of the semester> emic record of the above name d student and certify uate preparation in the discipline to be studied. The of attendance. I certify that I am limiting the completed the grade immediately prior to the time of ng classes in one of the following areas: courses that onal sequence.
K-12 School Official Certification	<this a="" be="" high<br="" if="" is="" not="" required="" section="" will="" you="">As Principal or designee: Pursuant to Education Code 48800.5 and 76001, that the student is able to benefit from the advanced course work. The st student has exhausted all opportunities to enroll in an equivalent course, number of recommendations to no more than five percent (5%) of the too the recommendation for summer session. The student may exceed the 53 apply toward the IGETC or CSU GE breadth requirements or are part of a Recommended Course(s): Counselor/Principal Printed Name : *Counselor/Principal Signature :</this>	, I have reviewed the acad tudent demonstrates adeq if any, at his or her schoo tal number of pupils who % rule if the student is taki	RIOR to the start of the semester> emic record of the above name d student and certify uate preparation in the discipline to be studied. The of attendance. I certify that I am limiting the ompleted the grade immediately prior to the time of ng classes in one of the following areas: courses that onal sequence. Date :

Appendix III: Residency Review Request Form

Steps to Update Residency – Enrollment Services (palomar.edu)

Residency Form:

- If a student has been designated as an Out-of-State student, the student must complete the Residency Form.
- Contact Palomar Admissions Office to resolve your residency right away. Call them at (760) 744-1150 ext. 2164.
- Being out-of-state will have a significant impact on students after graduating from high school such as higher tuition rates, no access to Palomar Promise, and no California tuition waiver.

ON FORM:

- Every question on the residency form must be answered. If the question does not apply to the student, the answer must be "N/A" for "Not Applicable."
- Be sure the student signs the form on the bottom of the last page.

atus Change Requested For	Semester/Year: Summer	Fall	🗖 🗖 Sp	pring	-	
Student's Name - Last, F		B. Age		C. Date of	<u> </u>	
		011100				
City, State, and Country	of Birth	E. Current F	Physical	Address:	City, State,	Country
ection 1: Citizenship	Status Check <u>one</u> that applies:	(Non US Citizens, if	using pri	inted version	of the form se	e instructions page attac
Other Type of Status:	Select Visa or Other Immigratio	on Status	-	1		
outer type of status.	(Proof of Visa/Status selected must be sub	mitted)			Issued Date (MM/DD/YYY)	Expiration Date (MM/DD/YYY)
		d States with? OR				
Other Type of Status:	Select Visa or Other Immigratio		-		Issued Date	Expiration Date
_	(Proof of Visa/Status selected must be sub	mitted)			(MM/DD/YYYY)	(MM/DD/YYY)
I do not have any of th	e above listed visas/statuses, bu			following	/isa or immig	gration status:
	Select Visa or Other Immigratio		•	on		
	(Proof of Visa/Status selected must be sub	mitted)			Date App (MM/DD/Y	lied YN9
I do not have any of th	e above listed visas/statuses and	d have not appli	ed for a	any visa or	immigratio	n status
	sence and Intent: Physical p one day prior to the start of the Questionnaire		ed by be	eing physic State	cally and cor	ntinuously present in Date
nlifornia for one year and	one day prior to the start of the		ed by be		cally and cor	
lifornia for one year and 1. List the date your prese 2. List the state that issued	one day prior to the start of the Questionnaire nt stay in California began: I your driver's license and the date	semester.	ed by be	State	cally and cor	
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Request for Review of Residence Status Form	Palomar Student ID Number
Section 3: Military/Military Dependents For purposes of this section, "Armed Forces of the Force, Army, Coast Guard, Marine Corps, Navy, and the reserve components of each of those forces, 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 a member who has been on active duty for a period of more than 30 days and who duty station is in California.	ose domicile or permanent
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 Star duty for a period of more than 30 days and whose domicile or permanent duty station i	
I am currently in attendance at Palomar College and meet at least one of the following re admission to Palomar College I met at least one of the following requ	
I am a dependent of an active duty service member who was stationed in California, but orders to a place outside of California where the member continues to serve in the Arm States .	
I am a dependent of an active duty service member who was stationed in California, but active member of the Armed Forces of the United States.	t was thereafter retired as an
Discharged members of the U.S Armed Forces and Dependents: (Veterans Access, Choice and A	ccountability Act)
I am a veteran eligible for educational assistance under either the Montgomery GI Bill-A 9/11 GI Bill (Ch. 30 or Ch. 33) education benefit programs who resides (lives) in Californi community college from a period of active duty service of 90 days or more and I qualify Bill-Active Duty or Post-9/11 GI Bill education benefits (Ch. 30 or 33).	ia and is enrolling in the
I am an individual eligible for transferred education benefits under either the Montgom AD) or Post-9/11 GI Bill (Ch. 30 or Ch. 33) education benefit programs who resides (lives in the community college from the transferor's period of active duty service of 90 days the Montgomery GI Bill-Active Duty or Post-9/11 GI Bill education benefits (Ch. 30 or 33	s) in California and is enrolling or more and I qualify to use
I am an individual who resides in California that is eligible for transferred Post-9/11 G.I. the transferor is on active duty and I qualify to use Post-9/11 GI Bill education benefits (
I am a spouse or child using benefits under the Marine Gunnery Sergeant John David Fr	y Scholarship.
I am an Individual eligible for rehabilitation under 38 U.S. Code § 3102 pursuing a course assistance from the Training and Rehabilitation for Veterans with Service-Connected Dis education benefits program.	
I am an individual who is entitled to assistance under Ch. 35 (Dependent Education Assi	stance Program (Chapter 35).
Recently Discharged Members Who Were Stationed in California	
I was a member of the Armed Forces of the United States stationed in California on ac year prior to being discharged and am currently living in California within two years of to establish residency in California as soon as possible.	
List Separation Date:	
Version 08/2023 Office of Admissions Admissions@palomar.edu (760) 744-1150 Ext 2:	164 Page 2 out of 3

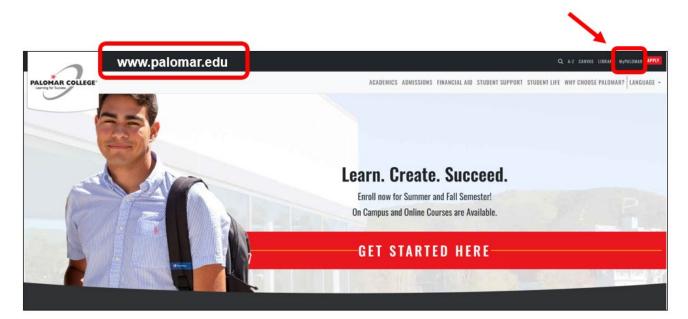
 Section 4: Exemptions Please place a checkmark next to any of the following statements that apply to you: I am currently a dependent or ward of the state through California's child welfare system that presently resides in Californ the age of 19. I am currently a California high school student who is not a nonimmigrant that has been admitted as a special part-time 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 th California I attended a combination of California high school, adult school, and California Community College for the equivalent of more, and:	or College and e equivalent in f three years or niversity or the col coursework ded in the state
 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 th California I attended a combination of California high school, adult school, and California Community College for the equivalent of 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 the California State U University of California. I attended Elementary and/or Secondary Schools in California for at least three years and: 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 resiless than one year. I am a Native American attending a school administered by the Bureau of Indian affairs located within the Palomar Communication. 	e equivalent in f three years or niversity or the pol coursework ded in the state
 California I attended a combination of California high school, adult school, and California Community College for the equivalent of 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 U 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 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 resiless than one year. I am a Native American attending a school administered by the Bureau of Indian affairs located within the Palomar Communication. 	three years or niversity or the col coursework ded in the state
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less than one year. I am a Native American attending a school administered by the Bureau of Indian affairs located within the Palomar Com	
	munity College
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 Stat Colleges, the University of California, or the California Maritime Academy who has resided in California for less than one ye	-
I am a qualifying surviving spouse or child of a licensed physician, licensed nurse, or first responder, who died of COVID COVID-19 state of emergency in California and was a California resident.	0-19 during the
Section 5: Parent Information (Do not include guardian information) If you are unmarried and under the age of 25 or a dependent of parents for income tax purposes, please fill out the following information: (Skip if you are in the military, a veteran or married. Proceed to signat	
Parent 1: Name: Parent 2: Name:	
1. Relationship to student (ex: father, mother) 1. Relationship to student (ex: father, mother)	
2. State and Country of Residence: 2. State and Country of Residence:	
3. State that issued parent's driver's license:3. State that issued parent's driver's license:	
4. State in which parent vehicle is registered: 4. State in which parent vehicle is registered:	
5. State to which parent filed a personal tax return for the past two years: 5. State to which parent filed a personal tax return for two years: 5. State to which parent filed a personal tax return for	r the past
State:Year:Year:Year:Yea	r:
State:Year:State:Yea	r:
6. Did Parent 1 claim the student as an exemption for income taxes during the last two years ? YES NO 6. Did Parent 2 claim the student as an exemption for taxes during the last two years ? YES NO	rincome
7. Is Parent 1 physically present in California? YES NO 7. Is Parent 2 physically present in California? YES	NO
If yes, list date when present stay in California began: If yes, list date when present stay in California began:	
8. Is Parent 1 a US Citizen? YES NO 8. Is Parent 2 a US Citizen? YES NO	
If no, does Parent 1 have any of the following visas: If no, does Parent 2 have any of the following vis	as:
H1B1, H-2A, H-2B, H-3, O-2? H1B1, H-2A, H-2B, H-3, O-2?	
YES Visa Date issued: YES Visa Date issued:	
Declaration: I certify that the statements on this form are true and correct. I understand that falsification, withholding pertinent data, or failure to report change 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.	es in residence, may
*STUDENT SIGNATURE (Required): *Only physical or Adobe Fill and Sign signatures are acceptable. NO TYPED SIGNATURES!	
	PRING
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Appendix IV: Create Palomar Password & Activate Student Accounts

MyPalomar SPRINGBOARD – Pathway to all student accounts

Go to: <u>www.palomar.edu</u>

Click on **MyPalomar** in the upper right corner.



SPRINGBOARD



Create Palomar Password or Reset Palomar Password:

- On the MyPalomar SPRINGBOARD:
- Click on Password Setup/Reset ID Help (bottom left corner)
- Students only have one password at Palomar, and it is used for MyPalomar, Palomar student email, and Canvas.



	PALOMAR COLLEGE	Your Palomar ID: (Employees: Palomar ID is the same as your network login name). Students: If you do not know your Palomar ID enter your Social Security Number: Your birth date: HMDDYYYY
Password Setup/Reset ID Help	MyPalomar(eServices) Login	Enter Hint Response If the information above matches our records, we will generate or reset your password to whatever you choose below. PASSWORD REQUIREMENTS Be at least eight (B) characters in length. Be no more than fifteen (15) characters in length Cannot exceed two (2) consecutive characters of the user's account ID/name Cannot exceed two (2) consecutive characters of the user's account ID/name Cannot exceed two (2) consecutive characters of the user's account ID/name Cannot re-use old passwords. Must contain characters from three (3) of the following four (4) categories: * Uppercase characters (a-2) * Lowercase characters (a-2) * Numeric characters (10-9) * Special characters (10-9) *Your new password: Retype new password: to confirm you typed it correctly. SUBMIT

Log into MyPalomar:

Login = Nine-digit Palomar ID number and 1 Palomar password.

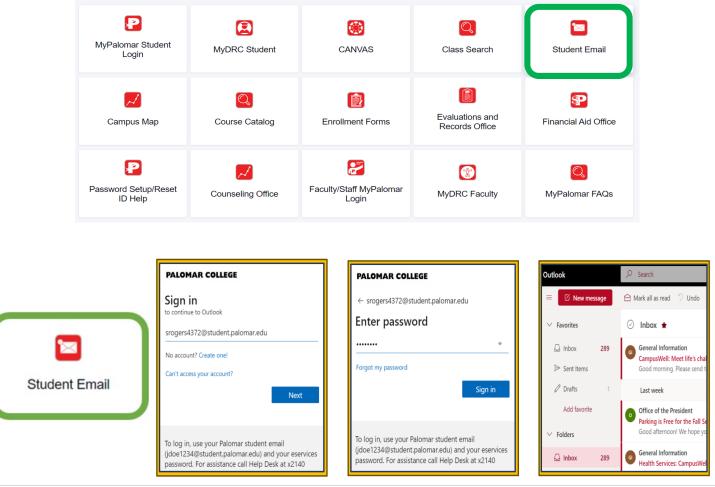
On the MyPalomar SPRINGBOARD, click on the **MyPalomar Student Login** tile.

MyPalomar Student Login	(E) MyDRC Student	CANVAS	Class Search	🔚 Student Email	PALOMAR COLLEGE
Campus Map	Course Catalog	Enrollment Forms	Evaluations and Records Office	Financial Aid Office	MyPalomar(eServices) Login
Password Setup/Reset ID Help	Counseling Office	Faculty/Staff MyPalomar Login	MyDRC Faculty	Q MyPalomar FAQs	Password Password Setup/Reset ID Help Information Sign In

Open Palomar Student Email:

Student Email Login = entire Palomar student email address & the one Palomar password.

On the MyPalomar SPRINGBOARD, click the **<u>Student Email</u>** tile.



Log into Canvas:

Canvas Login = entire Palomar student email address & the one Palomar password.

On the MyPalomar SPRINGBOARD, click on the **Canvas** tile.

MyPalomar Student Login	(E) MyDRC Student	CANVAS	Q Class Search	Student Email	PALOMAR COLLEGE® Learning for Success
Campus Map	Q Course Catalog	Enrollment Forms	Evaluations and Records Office	Financial Aid Office	Student Login: Full Email (JDoe1234@student.palomar.edu) Employee Login: Username (JDoe) Username
Password Setup/Reset ID Help	Counseling Office	Faculty/Staff MyPalomar Login	(WyDRC Faculty	Q MyPalomar FAQs	srogers4372@student.palomar.edu Password O
					Login

Appendix V: Canvas HELP

Academic Technology Resources Centers - Enhancing teaching and learning for students and faculty of Palomar College

Problems with Canvas? File a HELP ticket with ATRC right away. Don't wait! ATRC will immediately begin communicating with the student via Palomar student email.

STEP 1:



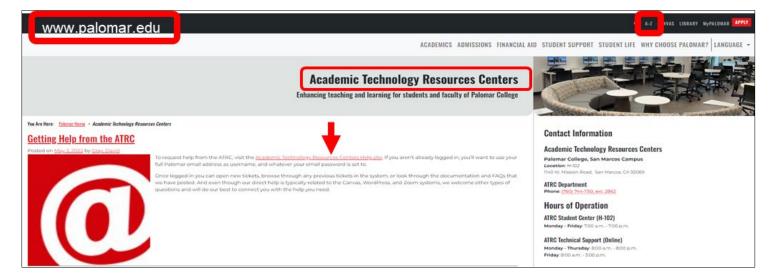
STEP 2:

Go to: www.palomar.edu

Click on A-Z drop down menu (upper right corner)

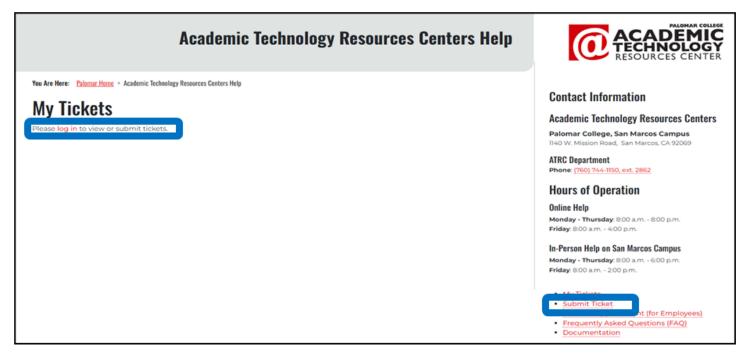
Click on "Academic Technology Resource Centers"

Click on "Academic Technology Resources Centers Help site."



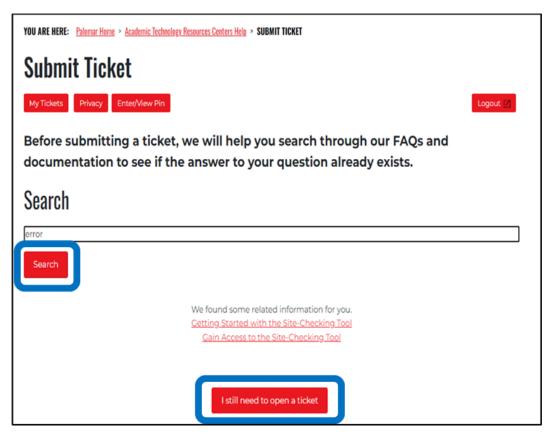
STEP 3:

Log into Canvas and click on Submit a Ticket (lower right).



STEP 4:

Search for solution and click "I STILL NEED TO OPEN A TICKET."



STEP 5:

Fill out your ticket information and include a screenshot of the issue. Immediately begin watching your Palomar student email for communication with <a href="https://atroace.

Description	
B I ⊻ ⊷ - ⊨ ⊟ ∂ ‰	
Department Please select	
Product	
Please select	
Attachments	
p	
	Drop files here to upload

Appendix VI: Palomar Resources

Palomar College Office of Student Life & Leadership

To access Palomar resources, for questions, or assistance, contact Student Life & Leadership. What We Do:

- <u>Student Activity Cards</u> take your picture and receive your card in our Access & Engagement (A&E) Center located in SU-19
- Employment Opportunities
- Off-Campus Housing
- Food & Nutrition Center located in SU-40 behind the Student Union
- Basic Needs aka "The HUB" located in SU-22
- <u>Clubs</u>
- ASG offices are in SU-203 (Executives) and SU-202 (Senators and Delegates)
- <u>Commencement</u>
- Meditation Room

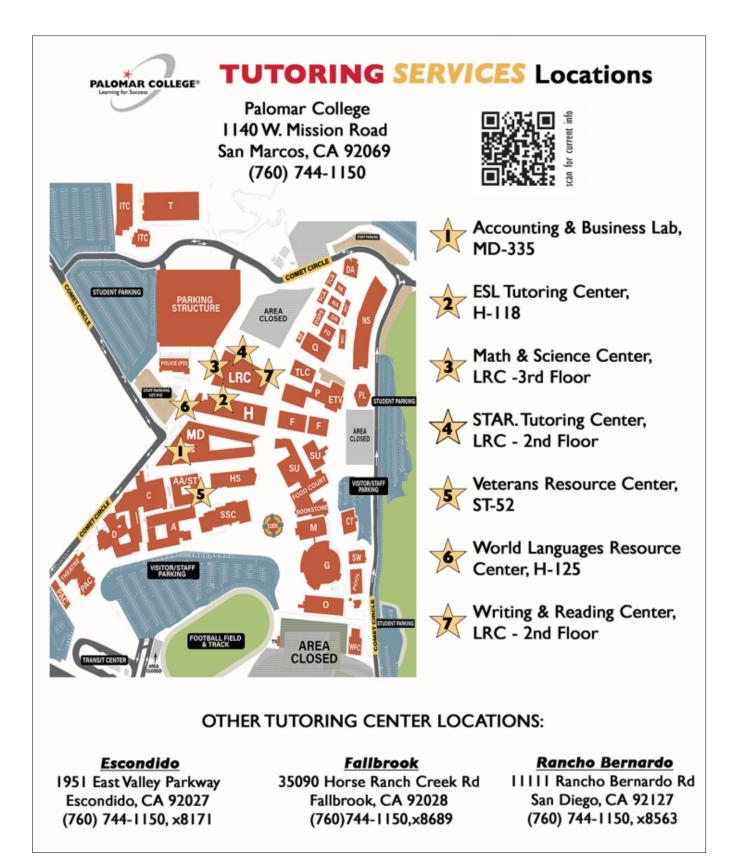
GENERAL INFORMATION SERVICES AND RESOURCES COMMUNIT
You Are Here: Palomar Home > Palomar College Office of Student Life & Leadership > The Hub: Basic Needs
The Hub: Basic Needs
The Hub The Hub is located in SU-22 on the San Marcos Campus and is designed to be a safe place for students to visit who are in need of assistance with food insecuri to the appropriate resources. Currently the SU-22 Basic Needs office is closed due to limited staffing. If you are in need of resources or assistance please call: (760) 744-1150 x2529
General Information
Crisis Hotlines
Workshops, Information Sessions and Support Groups (Palomar College)
Technology
Stress Relievers and Student Updates
Employment, Financial Assistance and Legal Services
Childcare Information. Where can I get diapers?
Where Can I Shower?
Housing Information
How Can I Help?
Services and Resources
We serve as your liaison to connect you to the following services as needed:
List of Basic Needs and Resources at Palomar College Applying for Cal Fresh (food stamps)
Assistance with obtaining formula or diapers List of resources that are available in the Quick Guide to Student Services
Community Resources COVID-19 Housing Assistance
Emergency loans Textbook loans

Appendix VII: Tutoring Services

Palomar College Tutoring Services

Use the QR Code to schedule tutoring	on any subject format or campus
Ose the QN Code to schedule tatoling	gon any subject, ionnat, or campus.

PALOMAR COLLEGE TUTORINGSERVICES						
CAMPUS	CENTER NAME	SERVICES	LOCATION EXTENSION	OFFICE HOURS		
Escondido	Teaching & Learning Center (Escondido)	English, Writing, ESL, Math, and Spanish	ESC-500 x8171	M-Th 8am - 6pm		
Fallbrook	Teaching & Learning Center (Fallbrook)	English, Writing, ESL, Math, Spanish, French, Bio, Chem, Psychology	FC-K01 x8689	Monday-Thursday 8am - 5:15pm		
Rancho Bernardo	Teaching & Learning Center (Rancho Bernardo)	English, Writing, Math, Biology, Chemistry, and AutoCAD/REVIT	SEC-401 x8563	Monday -Thursday 7:30am - 6:30pm		
San Marcos	Accounting & Business Lab	Accounting and some Business courses	MD-335 x2496	Monday - Friday 8am - 4:30pm		
San Marcos	ESL (English as a Second Language) Tutoring Center	Writing assignments for any Palomar course, grammar, reading, listening and speaking	H-118 x4482	Monday -Thursday 8:30am – Ipm and 2pm – 4:30pm		
San Marcos	Math & Science Learning Center	Math, Sciences, Computer Science, STEM courses	LRC, 3rd Floor x2718	M-Th 8am - 8pm F 8am - 2pm Sat 9am - Ipm		
San Marcos	STAR Tutoring Center	Accounting, ASL, Business, Music, Psych, Soc, and many more	LRC, 2nd Floor x2448	M-Th 8am - 6pm F 8am - 2pm		
San Marcos	Veterans Resource Center	Math and Computer Science	ST-52 ×2827	M - Th: 8am - 5pm F 8am - 2pm		
San Marcos	World Languages Resource Center	Arabic, Chinese, French, German, Italian, Japanese, and Spanish	H-125 x2564	M - Th 8am - 5pm F 8am - 12pm		
San Marcos	Writing & Reading Center	English, Writing assignments for any Palomar course	LRC, 2nd Floor x2778	M - Th 8am - 6pm F 8am - 2pm		



Appendix VIII: Student Health Services & Behavioral Health Services

Health Services: <u>Home - Student Health Centers</u> Behavioral Health Services: <u>Behavioral Health Counseling Services</u> (<u>Mental and Psychological Support</u>)

