

Expanding
Community College
Dual Enrollment to
Adult School
Students in **All** CAEP
Funded Programs



Creating a pathway for Adult School Students through Special Admit.



This work is
years in the
making!

- Precedence (2015): Thanks to Santa Barbara City College, we learned designating Special Admit criteria is a local board decision.
- CC Professional Development (2017): De Anza Dean of Language Arts secured *Opening Day* workshop for an Adult School student panel. Helped w/ CC recruitment!
- Data Presentation (2019): Held another *Opening Day* workshop regarding the need for Special Admit.



76001 (a) The governing board of a community college district may admit to any community college under its jurisdiction as a special part-time or full-time student in any session or term any student who is eligible to attend community college pursuant to Section 48800, 48800.5, 52620.



Then the work really began!



North Santa Clara County Consortium Workgroups



Four Consortium workgroups:

- Student Support
- Data
- Professional Development
- Articulation and Alignment.

Each workgroup requires representation from all five institutions.

Ex: Student Support is comprised of:

- Deans
- Faculty
- Classified Staff
- Department Chairs
- Counselors (from both colleges)
- Transition Advisors from all three Adult Schools.



College buy-in!

- New and existing CC positions included/added supporting Adult School students within job descriptions.
 - Counselor
 - CTE Coordinator
 - Adult School Coordinator, Outreach
- These positions created visibility for Adult School Students' needs.
- Course offerings & curriculum were updated to benefit Adult School students more accurately.
- Student Support Workgroup adopted the Special Admit proposal as a Strategy for the Annual Plan, with CC staff at the forefront.

The Proposal



Community College Process



The following had to be done prior to FHDA Board approval:

- Draft Proposal
- Present within Shared Governance
 - Academic Senate Approval
- Board Agenda Request

Important Note:

FHDA Board buy-in established in 2019 at *Opening Day* data presentation was instrumental in an *eager* and *smooth* approval.





Any student in an adult education program administered by a school district or noncredit program administered by a community college district that is pursuing a high school diploma or high school equivalency certificate, and receives the recommendation of the administrator of the student's adult school or noncredit program of attendance, is eligible to attend as a special part-time student.



Transition Process to Community College



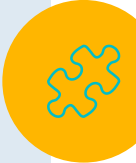



Transition Process to Community Colleges

Admissions & Records

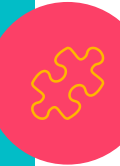
- Met with Deans of Enrollment Services from both Foothill and De Anza.
- Addressed CC questions & concerns from Adult School lens.

Special Admit Form & Application

- Created a district-wide Special Admit form modeled after HS dual enrollment process.
 - Agreed upon process for receiving forms, verification, and coding.
 - Trained Adult School Transition Team on form specifications and their role.
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Adult School Special Admit Form





SPECIAL ADMIT & ADULT SCHOOL STUDENT DUAL ENROLLMENT FORM

An approved Special Admit & Adult School Student Dual Enrollment Form must be submitted each quarter and is valid for the requested quarter only. **Submission of this form does not register a student nor guarantee a seat will be available in courses requested at the time of registration.** Students must also meet course prerequisite requirements as indicated in the class schedule. (Submit official transcripts or take a self-guided placement assessment prior to registration). **Students may not enroll in more than 11 units each quarter (6 units in Summer) total at Foothill, De Anza, or both, and college PE activity classes have an enrollment limit of 10% that may be adult school students.** Note: Students must apply to both colleges **IF** they plan to take a course with Foothill and De Anza during the same quarter.

College (Foothill or De Anza): _____ Term Applying for: Year 20 Fall Winter Spring Summer

Student Last name First Name Middle Name College Wide Identification Number (CWID)

Date of Birth: MM/DD/YYYY Home or CellPhone Email Address

Program Enrolled: _____ Adult School Name Adult School Phone

AE Transition Advisor/Counselor recommended Foothill or De Anza College courses. Must be specific. "Art" or "Any class student wants" is not acceptable.		
	Foothill or De Anza College Course Name and Number (ex: HIST 017A or CRN #10145)	Foothill or De Anza College Course Title (ex: History of the US to 1816)
Course #1		
Course #2		
Alternate Course		



STUDENT AGREEMENT (Transition Staff: discuss each point with student and select checkbox to indicate they understand the agreement):

1. Credit courses are COLLEGE courses and will remain on the student's permanent record even if the adult school uses the coursework as High School Diploma credit.
2. All prerequisite course work and required assessment must be completed prior to enrollment.
3. I understand the coursework has college level content, and it is up to me to seek extra support if needed.
4. I understand I will not be excused from adult school classes if I enroll in Foothill or De Anza classes that meet at the same day or time.
5. I understand that I must apply to Foothill and/or De Anza to obtain a College Wide Identification (CWID) number on my own **or** with the help of my adult school's Transition Advisor/Counselor.
6. I understand that the Family Education Rights and Privacy Act (FERPA) governs all college records and allows release of academic information, including grades, to the student only, regardless of age. Academic information cannot be released to parents or third parties without the written consent of the student.

Student Signature

Date

ADULT SCHOOL TRANSITION ADVISOR/COUNSELOR OR ADMINISTRATOR APPROVAL:

1. The student listed is currently (or continually) enrolled in a CAEP program offered by the listed adult school and has permission to take the above course(s) at Foothill or De Anza College.
2. The student is able to benefit from advanced scholastic or vocational work at Foothill or De Anza College.
3. For Summer Session only: The student has demonstrated adequate preparation in the disciplines to be studied and intends to continue enrollment with the adult school during the upcoming Fall semester.
4. Enrollment of this student is within the 5% statutory limit as defined by section 76001 (i) of the California Education Code.

Transition Advisor/ Counselor or Administrator Name (Please Print)

Transition Advisor/Counselor or Administrator Phone Number

Transition Advisor/Counselor or Administrator Signature

Date

Please email completed forms or questions to
fh-adultschools@fhda.edu for Foothill; or da-adultschools@fhda.edu for De Anza
(Please include your name and CWID, and send to both colleges IF taking classes at both FH and DA.)

Updated 08/12/2021

Checklist for Adult School Students Enrolling at Foothill

1. College Application:

Submit your application online: Go to foothill.edu/reg/ and click on **Apply for Admission** then **Apply Now** at <https://foothill.edu/reg/admission/apply.html>.

2. Submit your Special Admit form via email.

Make sure it includes all signatures, the courses you are approved to take, etc. Read the important information on the form. Forms can be downloaded at: <https://foothill.edu/reg/forms.html>.
Send completed form to fh-adultschools@fhda.edu.

You will be assigned a registration appointment time. You can check your registration date and get other important information when you log in at MyPortal. (<https://myportal.fhda.edu>).

3. Self-Guided Assessments:

If you do not have a US High School GPA or wish to challenge your placement results, AND want to take a math, English, or certain science courses, you will need to go through an assessment process. Assessment information is available at <https://foothill.edu/assessment/assessment/index.html>.

4. Registering for Classes:

- a. You are currently/continually enrolled in a CAEP program at an Adult School and have permission from the Transition Advisor/Counselor to register for Foothill classes;
- b. You may enroll in up to 11.5 units; 6 in summer

5. Extra Information for adult school students attending Foothill:

- a. Your records are confidential and protected by the Federal Educational Rights and Privacy Act (FERPA) and are not available to anyone other than you without a written release;
- b. The courses you take at Foothill should be carefully selected. Make sure you get guidance and approval from your adult school's Transition Advisor/Counselor before enrolling;



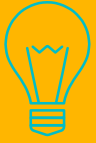
Real Student Example



Diana

- ★ South American born
- ★ Attended MVLA Adult School for 9 mos
 - Completed GED
- ★ Applied to Foothill
 - Placed in ENG 1A
- ★ Met w/ Counselor
 - Degree Works Academic Plan
 - Fall: Eng, Math, Med. Terminology (14 units)
 - Winter: Chem, Comm, Health (14 units)
- ★ AB 540 Status Denied
 - Needs over 1 year of CA schooling
- ★ Special Admit through FUHSD Adult School
 - Medical Terminology
 - 11 unit maximum
 - Prerequisite clearance

Where do we go from
here?





The work continues!

Electronic Form

We plan to migrate to Adobe Forms in light of being mostly virtual campuses.

Supplemental Qs

Students will indicate whether they have attended an Adult School and receive a survey about their adult school experience.

Dual Enrollment Cohorts

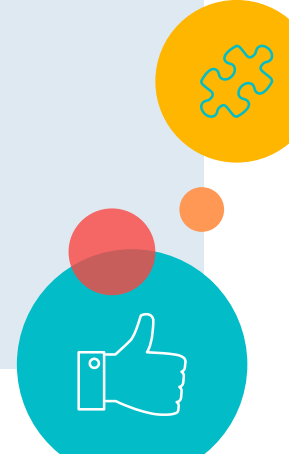
Starting with CTE and ESL, we are continuing to work toward establishing cohorts through MOUs.

Application

Per the State Chancellor's memo on 8/19/20, OpenCCC will create fields/triggers for dually enrolled Adult School students.

Outreach and Workshops

Provide specific opportunities for career and college exploration while students are still enrolled in Adult School.



A white line-art icon of a lit lightbulb is centered within a red circular background. This circle is part of a decorative cluster of overlapping circles in red, orange, and teal colors in the top-left corner of the slide.

Thanks!

Any questions?

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