

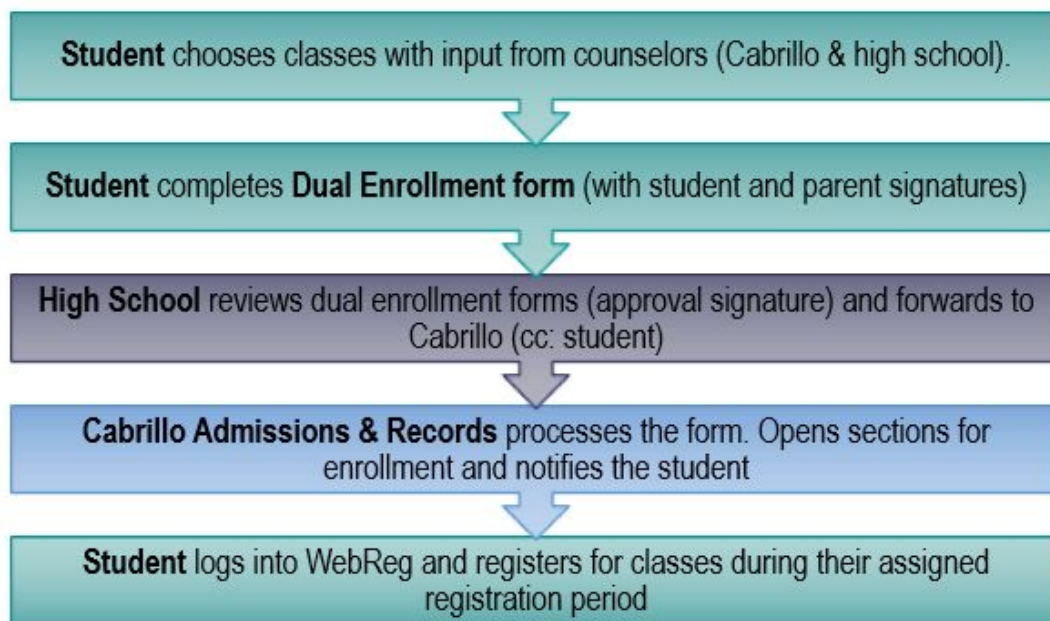


Dual Enrollment Registration Summer/Fall 2020

We hope you and your families are doing well as our community works together in response to COVID-19. During this time, Cabrillo would like to support you in registering for your planned dual enrollment courses! While our high school and community college campuses are closed, the following procedures are in place for dual enrollment students to apply and register. Cabrillo will be hosting application workshops for dual enrollment online.

Register [here](#) to be emailed a link to participate.

Students who are planning to register for Summer 2020 (all online) or Fall 2020 classes as dual enrollment students will go through the following steps:



1. Choose your classes.

Find a list of classes suggested for high school students [here](#). Consider your course selections carefully. It is possible that courses for the summer session may be online, rather than face-to-face.

- **Work with your high school counselor to confirm if courses will meet high school requirements**

Your high school makes the decision about how college credit will be reflected on your high school transcript. Your high school counselor is available to you during normal high school hours via email. Some counselors may also provide support by phone or through a video chat.

- **Or discuss your course choices with a Cabrillo counselor for better understanding of how your chosen courses fit into your education plan.**

A Cabrillo counselor signature is required for 6 units or more. If you wish to take multiple classes, Cabrillo counselors are available to support you during your academic career. They help students navigate the at-times complex steps regarding transfer to four-year universities and in planning for Cabrillo’s occupational certificates and associate degrees. To schedule an appointment with a Cabrillo Counselor, e-mail your request to counselor@cabrillo.edu.

- In each high school district, some courses are being offered at the high school site through a special dual enrollment program called College and Career Access Partnerships (CCAP). If you would like to participate in one of these classes, please complete this interest form.

2. Complete a Cabrillo Application for the semester you wish to attend

High school students must complete an application each term. Information about how to apply can be found [here](#).

- The Cabrillo Welcome Center can help you with any questions you have about the application process. Email welcomecenter@cabrillo.edu.
- Be sure that you complete an application for the semester you will be taking the class. If you are planning to take classes both Summer and Fall, you must apply for each term (2 applications).

3. Complete the dual enrollment form, including signatures from yourself, your high school, and your parent guardian. Three forms of signatures will be accepted:

- Digitally signed (Instructions below)
- Printed, signed, and scanned
- Printed, signed, and a photo submitted (if other two ways are not possible)

Download the dual enrollment form [in English](#) or [in Spanish](#). This form is fillable, meaning that you can type into the fields on the form in order to complete it and sign it digitally. To do this:

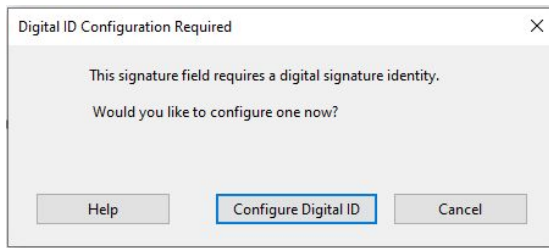
- Download and open the form with [Adobe Acrobat Reader](#).
- To sign digitally:
From the menu on the right hand side of the page, choose Fill & Sign



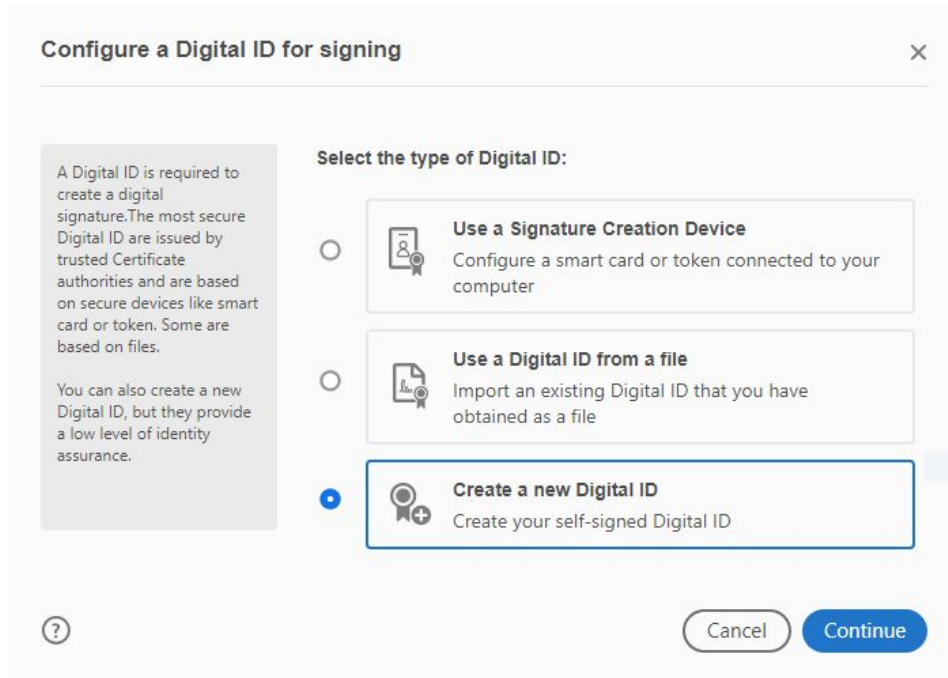
- Type in the fields to complete them (your information and the course information).
- Signatures are indicated with a Signature flag. Click on the red flag.



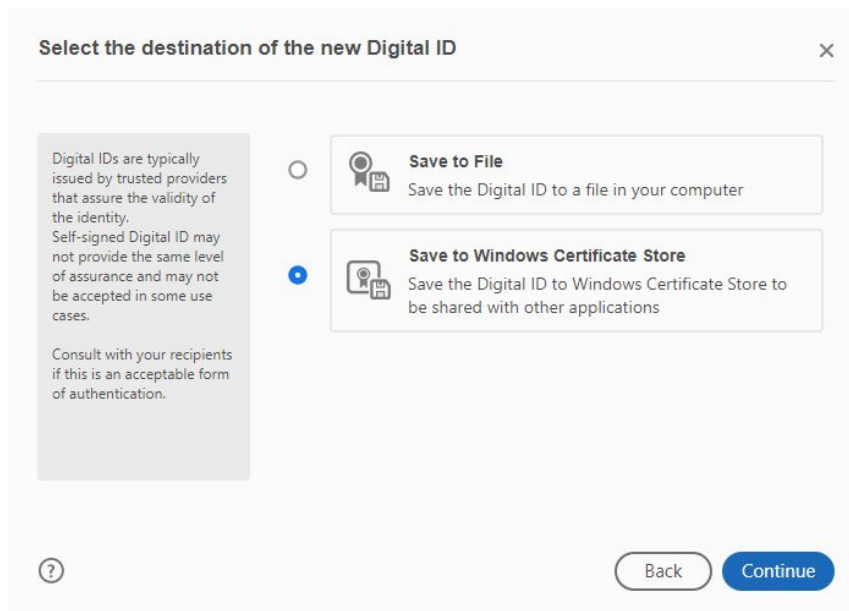
- You will be asked to create a Digital ID. Choose Configure Digital ID



- On the next screen, create choose Create a new Digital ID.



- Save the signature to the Windows Certificate Store.



- Then complete your self-signed Digital ID, as shown below.

Create a self-signed Digital ID [X]

Enter the identity information to be used for creating the self-signed Digital ID.

Digital IDs that are self-signed by individuals do not provide the assurance that the identity information is valid. For this reason they may not be accepted in some use cases.

Name: Your Full Name

Organizational Unit: Your Grade

Organization Name: Your High School

Email Address: Your_Email@highschool.edu

Country/Region: US - UNITED STATES

Key Algorithm: 2048-bit RSA

Use Digital ID for: Digital Signatures

[?] [Back] [Continue]

Your parents may follow the same process to create their own digital signature.

Once you have completed the form and you and your parents have signed the form, email it to your high school for their signature. Each high school has designated a contact to receive dual enrollment forms.

High School Dual Enrollment Contacts

Pajaro Valley Unified School District: pvusdcte@pvusdcte.net

Scotts Valley Unified School District: shershey@scottsvalleyusd.org

San Lorenzo Valley Unified School District: lburns@slvusd.org

Santa Cruz City Schools:

Harbor High School (based on student last name):

A-Fi: areilly@sccs.net

Fl-N: A-Fi: areilly@sccs.net

O-Z: juanlopez@sccs.net

Santa Cruz High School: michellepoirier@sccs.net

Soquel High School (based on student last name):

A-Cl: sfaix@sccs.net

Co - L: anamartinez@sccs.net

J - Q: banderson@sccs.net

R - Z: bbanks@sccs.net

ARK IS: cynthiafernandez@sccs.net

Costanoa Continuation High School: cynthiafernandez@sccs.net

Once the form is signed, the high school contact will forward the signed form to Cabrillo (webreg@cabrillo.edu), cc:ing the student. Within 5 to 7 business days, the form will be processed by Cabrillo and you will be notified by Admissions and Records, so that you will be able to register during your registration period. You will be notified by Admissions and Records when the form has been processed. You may then login to [MyCabrillo](#) under Student Planning and [register for your classes](#) (click for instructions). Check out [Cabrillo's dates and deadlines](#) for information on registration dates and all other important dates for students.

We look forward to seeing you in your Cabrillo class!