



**SAN DIEGO CITY COLLEGE**

**CONCURRENT  
ENROLLMENT AND  
COLLEGE &  
CAREER ACCESS  
PATHWAYS (CCAP)**

**Guide for Students and Parents**



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# WELCOME TO CITY

Welcome to the Concurrent Enrollment/College and Career Access Pathways (CCAP) Program at San Diego City College (SDCC), where student success is our highest priority. The High School Concurrent Enrollment/CCAP Program enables high school students to enroll in college courses at the high school site or on the SDCC campus. The program offers classes that meet a variety of transfer, certificate and degree requirements, and provides advanced scholastic opportunities to high school students who want to get a jump start on their college education. Tuition fees are waived for high school students, so college becomes affordable.

Sincerely,  
Ricky Shabazz, Ed.D.  
San Diego City College President





## San Diego City College High School CCAP & Concurrent Enrollment Program Contact Information

<http://sdcity.edu/students/concurrent.aspx>

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## Concurrent Enrollment vs. CCAP – What's the Difference?

### Concurrent Enrollment

Concurrent Enrollment allows high school students to enroll in college-level courses and receive college credit. These courses are typically offered at San Diego City College (SDCC) and are open to the public. Programs may include college readiness courses, summer classes, courses for specific student cohorts, and classes scheduled before or after the standard high school day. Depending on the agreement between SDCC and the high school, these classes may be held on the high school campus or at SDCC.

Students participating in concurrent enrollment will have enrollment fees and non-resident tuition waived. Participating high schools or individual students enrolled are responsible for ensuring that students obtain the required textbooks and materials for their college courses.

Concurrent Enrollment agreements are made between the college and the designated high school, and may include charter schools.

### College and Career AccessPathways(CCAP)

The CCAP program is a specific type of concurrent enrollment established under California Assembly Bill 288. It is designed to create a seamless pathway from high school to community college, career technical education, or university transfer. The program also aims to support college readiness and improve high school graduation rates, particularly for underserved student populations. CCAP courses are offered on high school campuses and are available only to students enrolled at the partner school. These courses allow students to earn both college and high school credit. Students in CCAP are exempt from all enrollment fees and instructional materials costs. CCAP agreements are made at the district level between the San Diego Community College District (SDCCD) and the San Diego Unified School District (SDUSD). Charter schools are not included in CCAP agreements. **Participating in either program offers students a potential savings of more than \$400 per semester and provides an opportunity to begin earning college credit before graduating high school.**



## Advantages of Participation

According to the Community College Research Center at Columbia University, students who participate in concurrent enrollment programs are more likely to experience the following benefits:

- Increased likelihood of earning a high school diploma
- Greater chance of attending college as a full-time student
  - Higher persistence toward earning a degree
- Improved GPA in both high school and college
- More college credits earned compared to non-concurrent enrollment students
- Higher performance on state assessments

## Student's Right to Privacy

The Family Educational Rights and Privacy Act (FERPA) of 1974 protects the privacy of a student's education records by placing limits on who may have access to the records, what information may be shared or disclosed, and how that information may be used. SDCC complies with FERPA and has strict policies and procedures that govern student records. Because high school concurrent enrollment students are considered college students (even if they are minors), SDCC does not permit access to a student's education records or disclose any student information to anyone, including parents, without the student's written consent. The student must complete and sign a "Release of Information" form before records will be released. The form can be obtained from the Records Office at San Diego City College.

## Course Prerequisites and Advisories

Many SDCC courses have specific prerequisites or advisories, which are indicated on the schedule of classes. Concurrent high school students must meet all course prerequisite and eligibility requirements.

All students must take an assessment test before they enroll in a math or English course.

To participate in concurrent enrollment, high school students must have completed the 10th grade and maintained at least a 2.0 high school GPA, with passing grades in high school classes similar to the requested SDCC course.



	Concurrent Enrollment	CCAP
Courses on San Diego City College Campus	Yes	No
Courses on High School Campus	Yes (after regular school day)	Yes
Closed to the Public	No	Yes
Enrollment Fees Waived	Yes	Yes
Non-Resident Tuition Waived	Yes	Yes
Textbook & Instructional Materials Fees Waived	No	Yes
Eligible for College Credit	Yes	Yes
Eligible for High School Credit	At the discretion of the high school	Yes
Need Parental Permission to Participate	Yes	Yes
Courses Taught by College Faculty	Yes	Yes
Courses Consistent with College Rigor	Yes	Yes
Requires enrollment in SDCC	Yes	Yes
Maximum Number of Courses per Semester	1 unless part of a partnership agreement	2
Enrollment in degree-applicable/CTE courses	Yes	Yes
Minimum High School Grade Level	None	None
MOU at College/High School Level	Yes	No
MOU at College and High School District Level	No	Yes



## Concurrent Enrollment Registration

### 1. Submit an Online Admission Application

This is a two-step process:

- o Step 1: Create an OpenCCC account:  
[OpenCCC Application](#)
- o Step 2: Log in to your OpenCCC account to complete and submit your City College admission application.

Be sure to complete all questions thoroughly and accurately, including your full legal name (no nicknames), correct Social Security Number or Taxpayer ID, and current contact information.

For assistance with the online application, visit [sdcity.edu/concurrent](#) or stop by the Welcome Center in Room A-201.

Once your application is submitted, you will receive a confirmation email with your CSID Number.

### 2. Submit the Supplemental Application Form

Submit the “Supplemental Application and Certification of Special Part-Time High School Student” form online for the semester you plan to enroll in:

[Submit the Form](#)

This form requires you to select the campus and course you wish to take and will automatically route to your parent/guardian and high school counselor for electronic signatures.

*Note: Students must act on their own behalf. Parents, guardians, or other relatives are not permitted to register, add, or drop classes for students.*

### 3. Check Enrollment Status

Log in to your MySDCCD Portal to view your enrollment status and confirm your course schedule.

*Note: Returning CCAP students do not need to reapply for admission as long as they have continuously enrolled in City College courses. If a student skips three consecutive semesters or more, they must reapply.*

## CCAP Registration

### 1. Meet with Your High School Counselor

Speak with your high school counselor to review available CCAP classes. Once your class choices are confirmed, your counselor will maintain a list of students who need to complete the enrollment steps outlined below.

### 2. Submit an Online Admission Application

This is a two-step process:



- o **Step 1:** Create an OpenCCC account:  
[OpenCCC Application](#)
- o **Step 2:** Log in to your OpenCCC account to complete and submit your City College admission application.

Ensure all information is accurate, including your full legal name, Social Security Number or Taxpayer ID, and other required details.

For support with the admission application, visit [sdcity.edu/concurrent](http://sdcity.edu/concurrent) or go to the Welcome Center in Room A-201.

### 3. Complete Forms and Attend Orientation

Fill out any additional forms provided by your high school counselor and attend the required CCAP orientation. Once all steps are completed, you will be officially enrolled in your CCAP courses.

*Returning CCAP students do not need to reapply for admission as long as they have continuously enrolled in City College courses. If a student skips three consecutive semesters or more, they must reapply.*

## Supporting Student Success

Comprehensive, accessible, and embedded support enables students to meet the demands of college coursework. San Diego City College and its high school partners will work together to enhance student success. As San Diego City College students, concurrent enrollment and CCAP participants can utilize any and all student services available. These services include face-to-face and online services.

Some student support services may require concurrent enrollment participants to obtain a college ID card. To obtain a San Diego City College ID, the student must visit the Admissions Office (Room A-241) in person with a valid photo ID (state ID or driver's license from any state, high school ID, passport from any country, military dependent ID, or employment authorization card, and so on). College ID cards will be issued immediately.



## High School vs College – What You Should Know

In high school...	When in college...
Your teachers frequently remind you of due dates and upcoming tests and quizzes.	Once the professor lists the dates on the course calendar or syllabus, he or she assumes students will retain this information on their own.
Students often spend time in class completing assignments.	The bulk of class time is spent taking notes or participating in discussions -- not completing homework or other graded assignments.
Teachers often cover all the information needed to study for exams during class time.	Professors often lecture about much more material than you'll ever be tested upon -- for the sake of knowledge -- though you will still need to understand both what material will be tested and the best way for you to study it.
Many students could do well academically by studying an hour or two a day and preparing for exams the night before.	The best students understand the importance -- and need -- to study and prepare for classes on a daily basis. The standard rule is students need to spend two hours of work outside of class for every hour spent in class.
Your teachers are both subject experts and trained educators and in theory know the latest and greatest methods to teach the material.	Your professors are experts in their fields and may be trained researchers, but their teaching methods and lecture styles may be completely different from anything you have experienced.
Your teachers keep a careful eye on your progress and will contact you or your family if your grades are faltering.	Your professors may well be aware of your progress -- or lack of it -- but most expect their students to initiate discussions about grades and/or seek assistance -- all of which is done during your professor's office hours.
Content mastery often has a focus on facts and memorization.	Students are expected to think -- and learn -- beyond the facts to develop complex understanding of information and theories from multiple sources.
Clocks and bells guide you from one class period to another -- perhaps even with warning bells -- and no two classrooms are that far apart.	You must manage your time and sometimes travel all the way across campus within a short period to make it to your next class on time.

## Testing and Grading

The weekly quiz to make sure students are keeping up that teachers use in high school are less likely to appear in college. Tests may be fewer and farther between, or the course may have research papers and projects rather than exams. With less credit given for class participation, there may be only a few select occasions for students to show what they've learned and how they've understood. And this means that the student needs to make the most of each opportunity.

Another thing about college is that work handed in late without a valid excuse is less likely to be tolerated. And there's not much opportunity for extra credit either. Also remember that a college semester may be shorter than a high school semester.

## Final Thoughts on the Differences Between High School and College

The faster you can adjust to the differences between your high-school educational experience and your college education, the faster you'll adjust to the pace of college life, and the better your chances for academic success.

## Frequently Asked Questions

### Where do I submit the High School Concurrent Application form?

You must first apply to City College and submit a Supplemental Application and Certification of Special Part-Time High School Diploma Student form online. It will be automatically forwarded to your parent/guardian and high school counselors for electronic signatures.

### Which college courses should I take?

Talk to your high school counselor to choose college classes most appropriate for you and for your education goals. You can search our online class schedule together. Have your high school counselor review your proposed college class schedule to make sure it won't conflict with your high school schedule.

### Can I take any class I want?

San Diego City College provides the high school a list of courses approved for concurrent enrollment. You may review the list at your high school. City College does not allow enrollment in physical education courses under any circumstances.

### When can I enroll in classes?

Enrollment for high school students typically occurs in the week before the start of the college semester. Some online classes require an add code. To request an add code for



an online course, students need to email the instructor by clicking on their name on the online class schedule webpage.

#### **Can a concurrent high school student take a course online?**

Yes. Just keep in mind that in online course you will have to meet the same rigorous standards. It requires a lot of self-discipline, time management, effective written communication, and a reliable Internet access. Please review our Online Student Tips for Success to make sure an online class is the right option for you.

#### **Can a concurrent high school student get a College ID Card?**

Yes, after you get enrolled in at least one regular class and pay your enrollment fees. Then you need to visit Enrollment Services-Admissions Office Room A-241 with a valid photo ID. We will verify your enrollment and payment, and issue a College ID Card.

#### **Can a concurrent high school student use campus tutoring and other student services?**

Yes, please! Be sure to take advantage of our campus student support resources as needed – such as Tutorial Learning Center with its free Academic Skills workshops, Math Center, English Writing Center, Library/Learning Resource Center, Disability Support Services and others as needed to get help with your coursework and develop foundation for your college success.

#### **What is the drop policy?**

Add/drop and withdrawal deadlines will be presented to the students on the first day of class by the course faculty. It is the student's responsibility to drop the class by the deadlines provided. The drop deadline is the last day on which a student can drop a course and receive a refund for fees, and not have a withdrawal noted on transcripts.

#### **What is the withdrawal policy?**

The withdrawal deadline is the last day to withdraw from a class without receiving a grade. However, a "W" will appear on college transcripts. Any student remaining in a class after the withdrawal date will receive a grade for the course, even if the student stops attending.

# YOU *Belong* HERE

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Students who take CCAP an/or Concurrent Enrollment Courses are eligible to participate in San Diego City College's Promise Program, which provides:

- Up to two years of Free Tuition and Health Fees
- Support team for students
- Book Grants for eligible students

For questions on our Promise Program or for additional support on your college journey, please reach out to our City College Welcome Center!

Find us at:  
**Welcome Center A-201**



Contact us:  
**(619) 388-3023**



Email us:  
**cityoutreach@sdccd.edu**

