

Dual Enrollment Quarterly Update November 23, 2021

Dual Enrollment Updates

1. New Project/Program Specialist: Jackie Contreras Started 11/8
2. Dual Enrollment Counseling Faculty Liaison: Rudy Santacruz
3. Dual Enrollment Applications: Single sign-on. There will be one DE application per year for AB288 courses starting Summer 2022
4. Application, Information, & Enrollment Workshops: The Project/Program Specialist is conducting workshops with partner high schools both in person and via Zoom.
5. West Covina Rotary: Trustee Gary Chow, Jill Dolan, Candace Leuthold, and Marlyn Holt attended the West Covina Rotary Luncheon on 11/10/21 and presented on Dual Enrollment and the Mt. SAC Early College Academy.
6. Dual Enrollment 2021 Survey Summary Results.

Discussion on Future Early College Academy/Programs:

- **Hacienda La Puente USD:** The Early College Academy will start 2022-23 with 9th graders taking high school courses in the first year. The academy will be on the campus of Workman's current comprehensive high school. Students will be taking the core ADT courses and will be developing Ed Plans with the DE counselor. Curriculum planning meetings are scheduled in partnership with Mt. SAC, Counseling Department, and High School to determine course offerings for 10-12th grade. Workman developed a draft application for their Early College Academy based on the West Covina Early College Academy application. They also presented a draft website banner and high school logo for Mt. SAC to review. See attachments
- **Bassett USD:** The DE team will be implementing a dual enrollment program starting summer 2022 at their current comprehensive high school. We will be imbedding the core ADT courses before, during, and after school starting with 10-12th grade. Curriculum planning meetings are scheduled to start the program expansion. Dr. Alejandro Alvarez, Superintendent, and Dr. Diana Kinnart, Executive Director of Educational Services, requested more time to discuss the logistics of opening up an Early College Academy.
- **Pomona USD:** The DE team will be implementing a dual enrollment program starting summer 2022 at their current comprehensive high schools. Monica Principe, Director of Curriculum & Instruction Secondary, is working with high schools to expand the dual enrollment program. Ganesha will be imbedding the core ADT courses before, during, and after school starting with 10-12th grade. Curriculum planning meetings are scheduled to start the program expansion. Garey High School meet with DE team and Counseling Liaison about incorporating three CTE pathways. Director Principe is working with her superintendent and Board in regards to opening up an Early College Academy.

Dual Enrollment Counselors: Lina Soto and Rudy Santacruz have been attending high school discussion meetings for curriculum planning. Counseling is collaborating with the dual enrollment program to create handouts with clear pathways for degrees and certificates to present to our high school partners. The dual enrollment counselors for high school sites continue to be vital to the success of the program. Students, faculty, and high school administrators have expressed the need and their gratitude for the services provided by the DE counselors.



Workman Early College Application

Admission Guidelines:

- The minimum GPA of 2.5 in academic courses (ELA, Math, Social Studies, and Science)
- Desire and commitment to complete college courses
- The selection process will consider demonstrated motivation, attendance, behavior, academic potential, maturity, and interest level.

APPLICATION DOCUMENTS- All documents will be accepted in digital format only. Please see your Counselor or Principal for assistance if needed.

Please review your application carefully before submission. Incomplete applications will not be considered for enrollment.

1. Applicant Information entered on Google Form:
2. Academic History- Please attach the following documents in a digital format to Google Form.
 - ☐ Behavior/discipline report from middle school or junior high
 - ☐ The attendance record for the most recent completed year of school
 - ☐ Most recent report card
 - ☐ Parent / Guardian Agreement
 - ☐ Parent / Guardian Questionnaire
 - ☐ Support Services Acknowledgement
 - 504 Plan / IEP attached (*only if applicable)
 - ☐ Student Introduction Essay
 - ☐ Student agreement and Expectations
 - ☐ FERPA and Media Release



PARENT/GUARDIAN AGREEMENT

Parents will be required to play an active role in creating a positive and productive learning environment in the home and at school. If your student is accepted for enrollment at Workman Early College Academy, you agree to support the program and participate as indicated below.

Attend and participate with my student in school functions scheduled during evening and weekend hours.

- Ensure that my student has transportation to and from school and other functions as needed.
- Ensure my student has good attendance and arrives to school on time.
- Support regular attendance and call Mt. SAC Academy office on the day of my student's absence.
- Expect my student to complete homework and assignments to the best of his/her ability.
- Stay informed about Mt. SAC Academy activities by checking the school website, and reading information sent home with my student or via email.
- Monitor my student's academic progress and attendance on SchoolLoop.
- Attend any parent meetings or conferences arranged by Mt. SAC Academy staff.
- Contact the school if I have a question or there is a gap in information coming home.
- Provide a minimum of two hours each evening for my student to study and do homework.
- Understand that my student will be required to complete several classroom projects to help him or her apply the concepts to real world situations.
- Understand that it is my responsibility to be familiar with the Student Handbook and adhere to the policies therein
- Understand that Mt. SAC Academy does not have organized athletics, band, choir or drama.
- Understand that if my student does not maintain a minimum of a 2.0 grade point average, good attendance and appropriate behavior in all high school and college courses, he or she may be transferred to his or her high school of residence.

Early College Essentials

- Understand the primary reason for attending Workman Early College is to enroll in and complete college courses transferrable to a 4-year college or community college.
- Understand all college coursework and grades become a permanent part of my student's official college academic history and transcript. Final grades have far-reaching effects on future entrance to the college or university of choice, scholarships, financial aid, awards, etc.
- Understand my student is expected to meet all deadlines for course selection, add or drop course dates, assignment due dates, etc.
- Understand attendance in college courses is not monitored, but is required as it is in secondary school systems. Most likely, no one will call if my student is absent from a college course.
- Understand college instructors cannot inform parents when classes are cancelled at the last minute, or when the class ends early.
- Understand my student is responsible for resolving issues with college instructors, admissions, and administration on their own. Parents cannot contact college personnel. If my student is having difficulty resolving a college issue on their own, they should contact the Academy counselor for assistance.
- Understand that my student is responsible for following all rules and regulations, and the Student Code of Conduct, for Mt. SAC and Hacienda-La Puente Unified School District.
- Understand that my student must maintain a minimum high school grade point average of 3.0 to participate in credit bearing college courses.

I have read, understand, and agree to adhere to the above statements on Date: _____

Print Parent / Guardian #1

Name: _____ Signature: _____

Print Parent / Guardian #2

Name: _____ Signature: _____



TO BE COMPLETED BY A PARENT/GUARDIAN

You may complete this form in your primary language. Please address the following items. If more space is needed for your responses, please add a Word document page.

Why do you want your child to attend Mt. SAC Academy? (100 words max)

Describe your child's experience working with others or group projects. (100 words max)

Describe your child's school experience during the past two years. (100 words max)

What challenges affect your child's ability to participate in a thriving learning community? (100 words max)

Would you please describe your child's strengths? (100 words max)



SUPPORT SERVICES ACKNOWLEDGEMENT

Workman Early College Academy is committed to providing academic, college, and career support for all students. The school ensures that proper connections to services take place when and where warranted via various school-wide programs.

☐ My student does not have a current IEP or 504. Proceed to next page.

☐ This student is currently enrolled in a special program (specify program):

☐ Special Education (IEP) includes but is not limited to Special Day Class, Speech, Adapted PE, and /or any other Special Education services.

☐ Section 504 Plan

☐ Other:

For Parents/Guardians: (Please initial)

I have been advised of the importance of my student's Individualized Education Program and the necessity to adhere to the elements developed within the IEP for the overall success of my student.

I understand that Mt. SAC Academy offers a full inclusion educational model for students seeking support services. Academic needs are addressed in the regular program by small class sizes and individualized assistance and/or accommodations when needed.

I have been advised as to the support services that Workman Early College Academy is able to provide my student. (student name) _____ according to his/her current 504/IEP.

Comments:

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Print Parent/Guardian #1 Name _____

Parent/Guardian #1 Signature _____ Date _____

Print Parent/Guardian #2 Name _____

Parent/Guardian #2 Signature _____ Date _____



TO BE COMPLETED BY THE STUDENT

Introduction Application Essay

Would you please type an introduction application essay to the Workman Early College Admission Team? This essay is used to learn about students who are applying. This essay should be double spaced, 12 font, (Calibri or Arial) 1-2 page essay, please discuss each of the following topics:

- Share your story; describe yourself and your family dynamic.
- Describe academic talents or strengths.
- Describe your current educational and career goals.
- Explain why you want to attend Workman Early College Academy.
- Explain the challenges that may affect the achievement of your academic, personal, or career goals; How do you plan to overcome these challenges at Workman Early College Academy?

Include at least one paragraph for each of the five topics listed above.



STUDENT AGREEMENT AND EXPECTATIONS

If accepted for enrollment at the Workman Early College Academy, you agree to support the program and participate as indicated below.

- Make education a high priority in my life, including positive participation in class and school activities.
- Work to achieve my highest potential.
- Take responsibility for my own learning, behavior, and success.
- Devote a minimum of two hours each night to homework, studying, and reading.
- Show respect for everyone in the school community and the rights of others to learn and succeed.
- Behave in a manner that shows respect for the high school, college, school facilities, and equipment.
- Maturely handle the freedoms of scheduling in a college setting, and understand that taking college courses is a privilege, not a right.
- Adhere to the technology agreements of Mt. SAC and Hacienda La Puente Unified School District.
- Understand that I will be required to complete several classroom projects to help me apply classroom concepts to real world situations.
- Attend and participate in school functions scheduled during evening and weekend hours
- Demonstrate good attendance and arrive to school on time.
- Complete homework and assignments to the best of my ability.
- Stay informed about Workman Early College Academy activities by checking the school website, and reading information sent home or via email.
- Dedicate a minimum of two hours each evening to study and do homework.
- Understand that I will be required to complete several classroom projects to help me apply the concepts to real world situations.
- Understand that if I do not maintain a minimum of a 2.0 grade point average, good attendance and appropriate behavior in all high school and college courses, I may be transferred to my high school of residence

EARLY COLLEGE ESSENTIALS

- Understand the primary reason for attending Workman/Mt. SAC Early College Academy is to prepare for, enroll in, and complete college courses transferrable to a 4-year college or community college program.
- Understand all college coursework and grades become a permanent part of my official college academic history and transcript. Final grades have far-reaching effects on future entrance to the college or university of choice, scholarships, financial aid, awards, etc.
- Understand I am expected to meet all deadlines for course selection, add or drop course dates, assignment due dates, etc.
- I am expected to attend all class meetings. It is the students' responsibility to know the attendance and absence policies of their professors.
- Understand I am responsible for resolving issues with college instructors, admissions, and administration on their own. *Parents cannot contact college personnel. If I am having difficulty resolving a college issue on my own, I should contact the Academy administration for assistance.*
- Understand that as a Early College Academy student, I will have very little time to participate in organized athletics, band, choir or drama.
- Understand that I am responsible for following all rules and regulations, and the Student Code of Conduct, for Mt. SAC and Hacienda La Puente Unified.
- Understand that it is my responsibility to be familiar with the Student Handbook and adhere to the policies therein.
- Understand that I must maintain a minimum high school grade point average of 3.0 to participate in credit bearing college courses.

Student Name: _____

Student Signature: _____ **Date:** _____



FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA)

The FERPA Release of Information Form must be signed by each Workman Early College Academy student, regardless of the student's age.

Workman Early College Academy FERPA Release Form

I, (Student's Name) _____, give Workman Early College Academy staff and faculty permission to share information contained in my Workman Early College Academy educational records with Mt. San Antonio College staff, potential employers, and my parents. I understand that I am giving this permission according to my rights under the Family Educational Rights and Privacy Act.

Print Student Name _____

Student Signature _____ Date _____

Mt. San Antonio College FERPA Release Form

I, (Student's Name) _____, give Mt. San Antonio College staff and faculty permission to share information contained in my college transcript that pertains to college grades and units received while taking college coursework as a student concurrently attending Mt. San Antonio College and Workman Early College Academy. I understand that I am giving this permission according to my rights under the Family Educational Rights and Privacy Act.

Print Student Name _____

Student Signature _____ Date _____



PICTURE, AUDIO-TAPING, VIDEO-TAPING, WEB RELEASE FORM

Mt. San Antonio College – Workman Early College Academy

Throughout the year, photographs are taken of students for use in Workman Early College Academy/Mt. SAC classes, LACOE and Workman Early College Academy web pages, LACOE and Workman Early College Academy newsletters, community publications, and advertising. Students may occasionally be video- and/or audio-taped to record instructional practices, document extracurricular events at school, or allow the news media to cover such events. Would you please sign below if you give Workman Early College Academy permission to photograph, video-tape, or audio-tape your child?

Print Parent/Guardian #1 Name _____

Parent/Guardian #1 Signature _____ Date _____

Print Parent/Guardian #2 Name _____

Parent/Guardian #2 Signature _____ Date _____



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WORKMAN EARLY COLLEGE ACADEMY