

TO: California Community College Counselors and Advisers

FR: Undergraduate Admission – University of California Office of the President

DATE: April 9, 2019

RE: **CCC/High School Dual Enrollment Guidance**

Colleagues,

You may find a need to advise high school students, parents and/or counselors about UC admissions and the dual enrollment programs that exist between California high schools and California community colleges.

The following points are meant to dispel some of the misinformation and speculation about dual enrollment programs and courses, including how dual enrollment coursework is reported on the UC admission application and how it is used to meet UC freshman admission requirements:

- College courses are college courses, even if they are taught on the high school campus by an approved high school faculty member.
- Students must report dual enrollment college courses under the appropriate college name on the UC application for undergraduate admission. Dual enrollment courses **cannot** be reported on the application as high school coursework.
- UC-transferable college courses that fall within the A-G subject areas, including those completed through dual enrollment, will earn an extra point in the UC freshman admission GPA calculation - within our maximum honors points limitations - if completed with a letter grade of C or better. Refer to the *Quick Reference Guide to UC Admissions* for more information about honors points and the GPA calculation.

Note: one college course earns one grade and one honors point in the GPA calculation, even though the single course may meet one year of a high school subject requirement.

- Students who are offered admission to UC will be required to submit an official college transcript for all college courses completed, including courses completed through a dual enrollment program. This is in addition to the final official high school transcript.
- California high schools **cannot** add California community college courses to their UC-approved A-G Course List, even though instruction may happen on the high school campus with a high school instructor.
- The high school, not UC, decides what to include on the high school transcript. However, even if dual enrollment courses are reported on the high school transcript, students are still required to submit an official college transcript for their college coursework.
- If the high school chooses to report dual enrollment courses on the high school transcript, clearly indicating which courses are college level is helpful to UC.
- Courses completed in high school under a dual enrollment program can be used toward the 60-semester/90-quarter unit minimum for junior transfer if the courses were UC-transferable.

If you have questions on this topic, please email us at AskUC@ucop.edu.