



CERRO COSO COMMUNITY COLLEGE
Dual & Concurrent Enrollment Program

Handbook for Students
and Parents/Guardians

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Cerro Coso Mission of Dual and Concurrent Enrollment

Cerro Coso Community College is committed to providing dual and concurrent enrollment opportunities that embrace a college-bound culture in our local service areas. Dual and concurrent enrollment will benefit students by providing them with both high school and college credit. This credit, at no cost to the students, can be an excellent way for students to get a head start on a college degree or certificate and can have a positive impact on a student's participation in higher education.

Benefits of Dual and Concurrent Enrollment

- ▶ Expand curriculum options for high school students
- ▶ Gain exposure to college expectations and culture
- ▶ Save time earning a college credential
- ▶ Earn both college and high school credit
- ▶ Increase the likelihood of transition to college after high school
- ▶ Enrollment fees are waived for high school students taking less than 11 units

How Dual and Concurrent Enrollment Work

Dual Enrollment

The student is both a high school and college student taking college courses on the high school campus during their high school day. The high school instructor teaching the college course meets the required minimum qualifications for teaching at the college level. While the dual enrollment course is taught at the high school, it is a college course and is taught in the same rigor and with the same expectations as a college course.

Concurrent Enrollment

The student is both a high school and college student taking college courses at the local Cerro Coso campus or Cerro Coso online in addition to their high school classes. Cerro Coso instructors teach the college courses. To determine if taking college courses is right for you, watch the instructional video [Concurrent High School Students](#) on the website.

Enrollment Guidelines for High School Students

- ▶ Students participating in either dual or concurrent enrollment must have a minimum high school cumulative GPA (grade point average) of 2.0 and are limited to 11 units each semester. Minimum GPA requirements may vary based on the rigor of the class requested.
- ▶ Students participating in concurrent enrollment by taking courses at their local Cerro Coso campus or Cerro Coso online will be limited to one course (3-4 units) their first semester. If the student is successful in the first semester taking one college course, then two courses may be considered for the next semester, and so on. The student cannot exceed 11 units per semester.
- ▶ Students participating in dual enrollment course(s) on their high school campus may be able to take more than one course their first semester due to the course being required as part of their high school day. This will be determined on an individual basis and the student's high school grades and other coursework will be considered.
- ▶ For both dual and concurrent enrollment students, the approval of more than one college course is dependent on several factors. These factors may include overall high school GPA, college GPA, the rigor of high school courses and extracurricular activities, success in high school English courses, success in high school math courses, and progression over the course of high school. Decisions to allow a high school student to take more than one 3- or 4-unit college course will be made by the Cerro Coso Counseling Department on a case-by-case basis, and only after a thorough review of the

student's previous progress. Any course that is not approved will be discussed with the student.

- ▶ All college courses taken by high school students will remain permanently on their college transcript. Limitations on college courses are in place to help with the success of high school students taking college courses and to ensure they manage their time appropriately to be successful in their college classes.
- ▶ All students who request to take an online course their first semester will be strongly encouraged to take COLL C052 (Becoming a Successful Online Student). Students who are not successful in their online course(s) and have not taken COLL C052 will be required to take COLL C052 before being approved for additional online courses.

Appeal Processes

If a course is not approved by the college counselor/advisor, it is typically due to the rigor of the course, the student's high school preparedness, and/or limitations set by the college's academic departments. Counselors/advisors evaluate each student individually based on these guidelines, college policies, and departmental requirements. If a course request is denied, the student has the option to appeal for further review by the Director of Counseling. There should be a substantive reason for this appeal and the student may need to talk with the Director or provide additional information to support their request.

Over Unit Limit Requests

Concurrent Enrollment Students

Concurrent students wanting to take more than 11 units will need to make a request to their high school board. The approval will need to be on the school board agenda and documented in the meeting minutes. The school board agenda and meeting minutes must provide approval for the specific student making the request. If the request is approved, the board documentation and the concurrent enrollment form should be sent to the Director of Counseling who will submit it to the Vice President and College President for

review. The appeal process must take place at least 3 weeks prior to the start of the semester. If the appeal process is initiated after that time, there is no guarantee that the student will be added to the course(s) that exceed 11 units. Refer to Education Code, Title 2, Division 4, Part 27, Chapter 5, Article 1, 48800.5 for additional information on the process.

Dual Enrollment Students

Due to requirements under Education Code, there is not a process in place that supports dual enrollment students taking more than 11 units.

Course Limitations

Not all Cerro Coso classes are available to high school students. Restrictions may be in place by certain departments or based on the level of courses. Certain courses may also be limited to students who have taken college classes previously or high school juniors/seniors. To find out what courses you are eligible to take, please contact the Counseling department.

Examples of Restrictions

- ▶ The Child Development department will only allow concurrent enrollment students to take CHDV C100 (Principles and Practices of Teaching) and CHDV C102 (Introduction to Materials and Curriculum). Students who have successfully taken these two CHDV courses can petition to the department to take additional child development courses.
- ▶ The Psychology department will only allow juniors and seniors to take psychology courses. High school freshman and sophomore students can petition to take psychology courses but must demonstrate that they have been successful in their high school English courses. In addition, a meeting with the parent/guardian and the student will be required to discuss the course content prior to enrolling the student in the psychology course.
- ▶ Courses that are numbered 200 and above (e.g. HIST C209) may only be approved if the student has taken a 100-level course in the same discipline (e.g. HIST C131) and has been successful.

- ▶ Students must be at least 14 years old to take a physical education course. The college also has a 15% limit of the number of concurrent students enrolled in physical education courses.
- ▶ Some Career Technical Education courses may be restricted based on age or safety limitations.
- ▶ A language other than English (i.e. Spanish, French, American Sign Language) is not recommended during the summer term. These courses are between 4-5 units and can be especially challenging in a condensed 8-week summer term. High school students wishing to take a language other than English during the regular term will need to have demonstrated success in a previous college course.

Enrollment Restrictions for Students in Middle School (7th-8th grade)

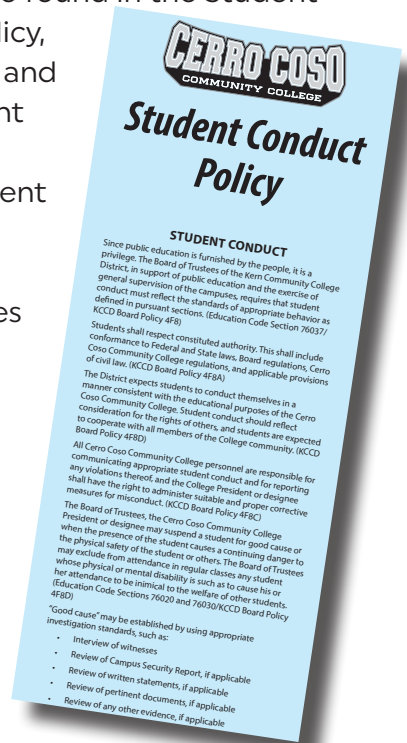
Concurrent enrollment in college courses by high school students is a benefit provided by Cerro Coso Community College. This process applies to all students who are currently enrolled in the K-12 system, including adult school programs. Cerro Coso does not usually admit students who are below the 9th grade level. However, exceptions may be granted for young students who have been or can be designated as qualifying for the "Gifted and Talented" (GATE) program. Students in the latter category must be identified and documented by the school district office, and then enrollment is restricted to those college classes that fall within their "Gifted and Talented" status.

Students in middle school must have a cumulative GPA (grade point average) of 3.0 and will be limited to one class each semester until they are in 9th grade.

Students must follow the Steps to Get Started and Course Registration process outlined in this handbook. When students submit their Concurrent/Dual Enrollment Student Release Form and transcripts, they must also submit a letter or documentation that they qualify for the GATE program. All petitions for students in middle school must be approved by the Director of Counseling.

Cerro Coso Policies

Concurrent and dual enrollment students are required to abide by all the rules and regulations of Cerro Coso Community College. These policies and procedures can be found in the Student Handbook, the Student Conduct Policy, the College Catalog, in Board Policy, and on [the college website](#) under Student Services. By enrolling in Cerro Coso classes, concurrent and dual enrollment students are considered college students regardless of their age and must adhere to all Cerro Coso policies and procedures.



Expectations of Students

Course Assignments, Textbook Reading, and Classroom Work

To be successful in your college course(s), follow these rules for planning your time:

- ▶ For every unit you are enrolled in, you will have 2-3 hours of homework each week.
- ▶ A 3-unit course will require you to be in class for 3 hours each week and you will have between 6-9 hours of homework for that course each week.
- ▶ That is a total of 9-12 hours a week that you will dedicate to your 3-unit course.
- ▶ You can expect the same time commitment, if not more, for online courses.
- ▶ Keep this in mind when you are considering taking college courses, because if you cannot commit to this amount of time each week then you may want to consider waiting to take college courses until you can.

Check Your College Email Regularly

Once you apply to the college, you are assigned a Cerro Coso email account. The college will only send emails to your Cerro Coso email account. Please make sure to check your college email regularly by logging into your InsideCC account. Follow the steps below:

1. Go to www.cerrocoso.edu
2. Click on InsideCC in the upper left corner and log in to your account with your Cerro Coso email and password. If you do not remember your email or password, you can click on the "Forgot Password" or "Help" link at the bottom of the login page to retrieve this information.
3. Once you are logged in to your InsideCC account, the link to your college email is on the right side; click on "Email".

If you would like to forward your college email to another email account that you check more frequently, please complete the following steps:

1. Go to InsideCC: <https://inside.cerrocoso.edu>.
2. Enter your college-assigned email address and password and click the login button.
3. Click on the Email icon (looks like an envelope with an M on it) located in the upper right corner and this will sign you in to your college-assigned Gmail account.
4. Click on the Gear Icon located in the upper right corner then click on the Forwarding and POP/IMAP tab.
5. In the Forwarding section, click on the 'Add forwarding address' button.
6. Enter the email address to which you'd like your messages forwarded.
7. For your security, we'll send a verification to that email address.
8. Open your forwarding email account, and find the confirmation message from the Gmail team.
9. Click the verification link in that email.
10. Back in your Gmail account, enter the Confirmation Code located in the confirmation email message and click on the "Verify" button.
11. Select the 'Forward a copy of incoming mail to...' option and select your forwarding address from the drop-down menu.

([KCCD Support](#): How to Forward your Gmail email to a different email account," July 23, 2018)

Communication with Instructors

By enrolling in a college-level course, you will be responsible for communicating with your instructors regarding your college class. All questions regarding assignments, tests, attendance, class policy, and drops should be referred to the instructor. Our Cerro Coso instructors will correspond with you in person, through your college-assigned email, or by phone. You are highly encouraged to establish communication with your instructor early on in the course.

Attendance (Active Participation)

"As a Cerro Coso College student, regular active participation is expected of all students enrolled in the college. If you are not actively participating in a course, you may be dropped from the course. The active participation practice for each course is established by the instructor and communicated in the course syllabus. Instructors are responsible for maintaining accurate records of active participation."

([Cerro Coso Drop Policy](#) November 22, 2017)

Active participation consists of attending class (in-person or online) and also participating in class discussions and submitting assignments. Simply logging into an online course is not considered active participation.

Adding/Dropping Courses

As a high school student, you cannot add or drop courses. After going through the approval policy with the Counseling department, you will be added (registered) to the course. If you want to drop a course, you are responsible for ensuring you are dropped from the course and keeping track of drop dates. Since you cannot drop yourself, you will need to contact the local Cerro Coso Counseling office and work with a college counselor or advisor to get dropped from the college course(s).

Textbooks

If you are taking a dual enrollment course on your high school campus, then the college textbook will be provided to you. If you are taking a concurrent enrollment course at your local Cerro Coso campus or online, you will need to purchase the college textbook and any materials required for the course.



You can access the bookstore online by following these steps:

1. Go to www.cerrocoso.edu
2. Select Student Services and click on Bookstore
3. Select "Textbooks" in the upper left corner
4. To find course materials, select the campus (Cerro Coso). Select the term, department, course number, and section (Course Reference Number – CRN), and click the "Find Materials" button at the bottom of the page.
5. The required materials will be listed according to each course and, if available, you can choose the format (new, used, rent, digital, etc.).

If your course requires textbooks or other materials, it is recommended that you obtain these items prior to the first week of class. Most Cerro Coso instructors expect their students to have their textbook and materials the first week of class and will assign homework, readings, and other assignments during the first week.

Steps to Get Started

Application

Apply to Cerro Coso Community College online by following these steps:

1. Go to www.cerrocoso.edu.
2. Click on the Admissions & Records tab, and under "Admissions" select "...for Current High School Students".
3. Under "New and Returning Concurrent Students" click on application form.
4. Click on "Cerro Coso Application".
5. Use the Admissions Application instructions to help you through the application process. Keep in mind that the application consists of three steps. You first create an account on CCCApply, second complete the Cerro Coso application, and third activate the application. There is a helpful "How to Apply to Cerro Coso" video that you are encouraged to review at www.cerrocoso.edu/apply.
6. When you receive your Cerro Coso student ID number that begins with @00 and your Cerro Coso email address, the application process is complete.

Placement

If you plan to take math or English at Cerro Coso, you must be placed into the appropriate course based on your high school transcripts, course completion and grades, and policies developed by the Cerro Coso math and English departments. Counseling staff will review your high school transcript for cumulative grade point average (GPA), grades in high school English and math, and course sequence to determine if you meet the minimum requirements and/or prerequisites based on these guidelines. Visit our website to learn more about our placement process www.cerrocoso.edu/student-services/counseling/college-placement.

Orientation

It is strongly recommended that you complete the [college orientation online](#). Log in using your college email and password.

Returning Students

If you are a returning student, which means you have already applied and/or you have taken a course with Cerro Coso Community College, Bakersfield College, or Porterville College, then you will follow the steps below before registering for courses:

1. Go to www.cerrocoso.edu
2. Click on InsideCC in the upper left corner and log in to your account with your Cerro Coso email and password. If you do not remember your email or password, you can click on the "Forgot Password" or "Help" link at the bottom of the login page to retrieve this information.
3. Once you are logged in to your InsideCC account, click on MyBanWeb (which is right next to your name on the left side). Choose "Update Form" from the drop down menu. Select the semester that you will be taking course(s) and update your application.

This is an important step that you will need to complete every semester before you can be registered for course(s). If you do not complete the update form it will delay the processing of your dual/concurrent enrollment form and registration.

Course Registration

Registration Process

As a high school student, you cannot register yourself for college courses and will need approval from your high school counselor, parent/guardian, and a college counselor/advisor to take a college course. You will need to complete [the Concurrent/Dual Enrollment Student Release Form](#) and submit a copy of high school transcripts each semester.

You can pick up this form at your high school, at a local Cerro Coso campus, or download it from the website. Once you have the form, you can complete the following steps:

1. Complete the Concurrent/Dual Enrollment Student Release Form with your parent/guardian.
2. Submit the form to your high school counselor for review and discuss the college course(s) you want to take. Refer to guidelines and course recommendations in this handbook when selecting courses. Course recommendations can be found in the back of this handbook. The high school counselor will review and sign if you have met the minimum qualifications to take a college course. If you do not meet the minimum qualifications, your high school counselor will need to provide an additional justification as to how you are going to be successful in this course.
3. Once the form is signed by your parent/guardian and your high school counselor, the final step is to send or bring the form and a copy of your high school transcripts to your local Cerro Coso campus. These forms can also be faxed as outlined on the cover page of the form.
4. Students attending a private home school must provide a copy of their Private School Affidavit (PSA) in addition to other required forms. Information on filing and maintaining a PSA can be found at <https://www.cde.ca.gov/sp/ps/affidavit.asp>.

5. A Cerro Coso counselor or advisor will review the completed Concurrent/Dual Enrollment Student Release Form for final approval or denial. Any denied courses will be discussed with you. When appropriate, alternative courses may be recommended.
6. If approved, the forms will be submitted to the Admissions & Records office for enrollment into the specified course(s).
7. Forms must be submitted no later than 3 weeks prior to the start of the semester to allow the Counseling Department time to process the forms. Forms received after that time are not guaranteed to be processed. The Concurrent/Dual Enrollment Student Release Form must be sent to the appropriate campus identified on the form cover page. Forms sent to different Cerro Coso campuses will be routed back to the appropriate campus. If you do not have a local Cerro Coso campus or reside outside of Cerro Coso's service area, you must send the forms to the Ridgecrest campus. See page 32 for Cerro Coso campus locations.

Fees

While enrollment fees are waived for high school students, there are some additional fees to be aware of that may apply to you:

- ▶ All students are charged a \$2.00 Student Representation Fee each semester that they enroll in a college course. The \$2.00 fee can be waived by completing the [Student Representation Fee Waiver Application](#) each semester.
- ▶ Some courses, such as art and welding, require material fees which are not waived for high school students. Material fees can be paid through your InsideCC account with a credit card.
- ▶ The Ridgecrest campus requires a parking permit at the cost of \$1/each day or \$20 for the fall and spring semesters and \$10 for the summer semester. Parking permits are not waived for high school students.

You can purchase your parking permit [online](#) when parking registration is open or visit the Admissions and Records office at the Ridgecrest campus.

Important Dates

Fall semester timeline:

- ▶ Registration for fall semester begins in April.
- ▶ Fall semester begins mid-August and ends mid-December (16-week semester).

Spring semester timeline:

- ▶ Registration for spring semester begins in November.
- ▶ Spring semester begins mid-January and ends mid-May (16-week semester).

Summer semester timeline:

- ▶ Registration for summer semester begins in April.
- ▶ Summer semester begins in early June and ends early August (8-week semester). Some summer courses may start in late May; check the class schedule for exact start dates.

Registration for dual and concurrent enrollment college courses begins during Cerro Coso's open registration period, which is after the college's two-week Priority Registration period.

Dropping a Course

You are responsible for dropping the college course that you no longer want to be enrolled in. As a high school student you cannot drop yourself from Cerro Coso course(s), therefore you will need to contact your local Cerro Coso Counseling office and work with the college counselor or advisor to get dropped from your college course(s).

Pay close attention to the drop dates posted in your syllabi to ensure you drop by a date that will not negatively impact your transcript.

InsideCC (Your College Account)

To Access Your InsideCC Account

1. Go to www.cerrocoso.edu
2. Click on InsideCC in the upper left corner and log in to your account with your Cerro Coso email and password. If you do not remember your email or password, you can click on the "Forgot Password" or "Help" link at the bottom of the login page to retrieve this information.
3. Once you are logged in to your InsideCC account, you have access to your college information, personal information, and college email. The most common information is provided below, but you are encouraged to explore InsideCC; to help you explore majors, utilize resources, check your class schedule, stay on track with a to-do list, and much more!

Access Navigate Student

Navigate is a tool that you can utilize as a Cerro Coso student to help you stay on track with a To-Do list, explore majors, utilize resources, check your class schedule, and much more! Navigate Study Buddies allows you to connect with other students from your classes who wish to study together.

When you are logged into your InsideCC account, you can access Navigate by clicking on "Tools" and selecting "Navigate Student." You can also download the Navigate Student app by going to Google Play or the App Store. You can also schedule an appointment with a counselor or advisor for assistance with using Navigate.

Access Your College Email

Once you apply to the college, you are assigned a Cerro Coso email address. The college and your instructors will only send emails to your Cerro Coso email account and will only accept emails from your

Cerro Coso email account. Please make sure to check your college email regularly by logging into your InsideCC account. When you are logged in to your InsideCC account, the link to your college email is on the right side; click on "Email".

Access Your College Class Schedule

When you are logged in to your InsideCC account, you can access your college class schedule through Navigate Student. To access your college class schedule, click on "Tools," select NAVIGATE, and under Explore select class schedule. Or, while logged into your InsideCC account click on "MyBanWeb" in the top left (next to your name) and select "Class Schedule" from the drop-down menu. Select the term/semester that you are registered for and click "Submit." Your "Student Detail Schedule" will list the course(s) that you are registered for that semester. If you see an error, please contact your local Cerro Coso campus.

NAVIGATE STUDENT can be used on the desktop platform or through your mobile device by downloading the app.

Access Your Final Grades

When you are logged in to your InsideCC account, access your final grades by clicking on "MyBanWeb" in the top left (next to your name) and select "View Grades" from the drop-down menu. Select the term/semester for which you want to view your final grades and click "Submit." Keep in mind that this is the final grade for the course you completed. Mid-term grades and/or progress reports are not given in college. Contact your college instructor for your up-to-date grade in the course.

Find Your Student ID Number

Every student who applies to Cerro Coso receives a Cerro Coso Student ID number. It includes an @ sign, followed by numbers. You will need your Student ID number when contacting the college and completing any required forms. You can access your

Student ID number by logging in to your InsideCC account: click on "MyBanWeb" located in the top left (next to your name) and select "View Information" from the drop-down menu. Your Student ID number will be listed.

Student Resources

Tutoring

Free tutoring is available for students who are enrolled at Cerro Coso Community College. Tutoring is available at each of our campus locations as well as online. Our free tutoring is available from trained peer tutors in almost all subjects. However, tutoring in all subjects will not be available at all campuses. Contact your local Cerro Coso campus to find out more about the tutoring services and schedule. Online tutoring can be requested [using the online form](#).

Library Resources

The [Cerro Coso library](#) has many resources available to students. Most of our campuses have a Learning Resource Center (LRC) that can assist you. You can search the online catalog for book titles and research online databases that include articles from journals, newspapers, encyclopedias, and more. In addition, our library has online research help that includes tutorials and citing sources.

Cerro Coso offers courses called LIBR C100 (Introduction to Library Research and Bibliography) and LIBR C111 (Advanced Library Research and Information Studies), which will teach you how to do the research for a research paper as well as provide information to help you understand how and when to cite your sources in the college papers that you write. All students are strongly encouraged to take one of these courses their first semester.

Navigate Student

Navigate is a software platform and app designed specifically for Cerro Coso students. Navigate has been designed to help students get ready for college, access campus resources quickly and easily, and build an academic plan and best-fit schedule. When you log in to Navigate, you can take the "Major Exploration Quiz" which will allow you to explore careers and majors. Your Cerro Coso counselor/advisor can use the results to help you identify the right educational path for you. Navigate can also be downloaded as an app in the Google Play or App Store.

www.cerrocoso/navigate

When you are logged into Navigate under the EXPLORE tab, you can check out your to-do list, explore college resources, review any possible holds, view your class schedule, and take the major explorer. You also have access to your academic planner under the PLANNER tab. This helpful resource can assist you with determining what classes you need to take each semester to earn your certificate or associate degree. You can work with a counselor/advisor to build your plan in Navigate. Scheduling an appointment with a counselor or advisor is easy using Navigate.



Student Services

- ▶ **Counseling/Advising:** Cerro Coso counseling staff assist students in the areas of academic advising, counseling, career planning, and transfer preparation. Counselors/advisors can assist you with education planning and college course selection in order to help you reach your educational goal. Please keep in mind that college counselors/advisors cannot not advise you regarding your high school requirements (such as high school A-G requirements). Any questions concerning how a college course will be used for high school credit will be referred to your high school counselor.
- ▶ **Educational planning:** An education plan is a valuable tool that will list the college courses you need to take in order to reach your educational goals in a timely manner. If you are interested in completing an education plan, please contact your local Cerro Coso campus for an appointment. Counseling appointments can be done in-person, online, or by phone.
- ▶ **Orientation:** Cerro Coso's online orientation provides students with information regarding academic programs, student support services, counseling, policies and procedures, and much more. To complete the online orientation, go to [orientation](#) and log in with your Cerro Coso student email and password.
- ▶ **Access Programs:** Cerro Coso provides access and support to students with disabilities through our DSPS (Disabled Students Programs and Services) program. Students with a verifiable disability (such as a high school IEP or 504 accommodation plan) can receive accommodations for their classes. Contact Cerro Coso Access Programs at (760) 384-6250 or email accessprograms@cerrocoso.edu.
- ▶ **Transfer Center & Student Support Services:** Cerro Coso's Transfer Center provides students with information on CSU/UC applications and information on our partnerships with colleges and universities. In addition to transfer support, the center provides student support services such as student success workshops, assistance with Navigate, and general guidance. While the physical location is located at the Ridgecrest campus, the college employs staff that can provide support to students by phone and online. Workshops are typically hosted in-person and via Zoom so that students at a distance can participate.

- ▶ **Admissions and Records:** Admissions and Records assists students with their records and accounts. If you owe fees (such as the Student Representation fee or a material fee) and prefer to pay in person you can pay through the Admissions and Records office. All fees can be paid online through your InsideCC account. Official college transcripts can be ordered through the Admissions and Records office or online. If you need to contact Admissions and Records, you can email them at cc_ar@cerroocoso.edu.

Academic Information

Plagiarism and Cheating

Plagiarism is taken very seriously at Cerro Coso. Plagiarism is when you use another person's work and submit it as your own work. Plagiarism can occur while writing a paper and using an article that someone else wrote and incorporating it into your paper without giving that person credit. In a college course, it is expected that you know how to cite your sources properly (give credit to other people's work) when writing papers. If you do not know how to properly cite your sources it is recommended that you take LIBR C100 (Introduction to Library Research and Bibliography) or LIBR C111 (Advanced Library Research and Information Studies) at Cerro Coso, which will help you understand how and when to cite your sources in the college papers that you write.



In addition, cheating falls under plagiarism, which means that students who cheat on an exam or other assignment, or who aid in the cheating of another student, such as allowing another student to copy his/her assignment, will be charged with cheating.

Penalties for plagiarism or cheating can range from failing the assignment to failing the course. A repeated offense will result in the student being dismissed from Cerro Coso. All instances of plagiarism and cheating are reported to the Vice President of Student Services.

Academic Probation

High school students who do not successfully pass a college course with a minimum grade of "C" may not be approved to take a college course the following semester.

These situations will be reviewed on a case-by-case basis with the Director of Counseling. The purpose of this policy is to assist high school students with managing their college transcripts. College transcripts are a permanent record that will impact students at Cerro Coso or any other college institution that they may attend (in regards to financial aid, grants, scholarships, university admissions, etc.).

Unsuccessful grades may put the student on academic probation, which means the student has attempted a minimum of 12 units and has a college cumulative grade point average (GPA) below 2.0. High school students who are on academic probation may not be approved to take additional college courses while in high school. Certain courses or support services may be required in order to take a course while on probation. Unit limits will also be enforced with stricter guidelines. Students can petition to take courses while on academic probation, but these will be reviewed on an individual basis and considered carefully. All petitions will be reviewed by the Director of Counseling.



Family Educational Rights and Privacy Act (FERPA)

"Student records are protected by the Family Educational Rights and Privacy Act, state law, and Kern Community College District Board Policy from access by casual or unauthorized persons. Access to records is provided to the student, appropriate college staff members, persons having written consent of the student, or by court order or subpoena.

The Privacy Act affords Cerro Coso Community College the right to release such "Directory Information" as the student's name, address, email address, photographs, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended. If a student does not want this information released, the student must check the confidentiality requested box on the admission/update forms.

Present and former Cerro Coso Community College students are given the right to inspect, review, and challenge the contents of all educational records related to them. No information contained in their educational records may be released without their consent, except to those agencies or individuals authorized by the Act."

By enrolling in a course at Cerro Coso, high school students will be considered college students regardless of their age. Therefore, information about the student's record cannot be released to parents/guardians without the consent of the student. Parents/guardians who contact the college inquiring about the student's enrollment, schedule, progress, final grade, etc. will be told that the college cannot release that information.

Students who would like their parent/guardian to communicate with the college on their behalf will need to obtain the Authorization for Release of Student Record Information form from the Cerro Coso Counseling office at their local campus. The form will only be given to the student and will need to be completed each semester that the student is enrolled. Parents/guardians will not receive information regarding the student without the Authorization for Release of Student Record information signed by the student. Please keep in mind that FERPA only pertains to student records. The college will not be able to communicate with any parent/guardian regarding any other information that does not pertain to a student's academic record (e.g. specific class progress). In all of these cases, we must communicate directly with the student.

List of Recommended Concurrent/ Dual Enrollment Courses

The Cerro Coso Counseling department has provided a general list of recommended courses for first-time and continuing high school students. These are the courses in which many high school students have shown that they can be successful as long as they meet the minimum high school GPA requirements and put in all of the required work for the class.

Please note that these are only general recommendations and each student will still be evaluated on an individual basis for course approval by a counselor/advisor. Minimum GPA requirements may vary based on the rigor of the class requested. If you are interested in a course that is not on this list or at a different level, it is recommended that you first talk with a Cerro Coso counselor/advisor to see if that course is a good fit for you.

Dual enrollment courses may differ slightly as they occur during the high school day with support from the high school instructor. Concurrent courses can be more challenging as you are taking them in addition to all of your high school coursework and extracurricular activities.

English and math courses are not listed here as a counselor/advisor will have to evaluate your placement based on your high school transcripts.

- Students wanting to take our honors classes, which are designated with an "H" (e.g. HIST C131H) will need to get permission from the Cerro Coso Counseling department, the Cerro Coso instructor teaching the honors class, and the high school.
- High school students may take classes that are numbered 800 or above (eg. ART C821). An 800-level course means that it is non-credit (0 units). Even though these courses do not carry a unit value they will be treated as 3-unit courses, because the workload for an 800-level course is the same as a 3-unit course.

LIST A

First-time students (freshmen, sophomores):

- ART C101, C121, C131, C141, C151
- BSOT C075, C121, C123, C125, C127, C129, C131
- COLL C052, C100 (typically offered at the high school)
- HCRS C121
- HSCI C101
- IT C101
- MUSC C101, C118, C126, C131, C141, C151, C173

LIST B

First-time students (juniors, seniors):

- Any class listed above
- ADMJ C101, C105
- ANTH C111, C121
- BIOL C101
- CHDV C100
- COLL C102, C131
- DMA C102
- HCRS C150
- HIST C103, C104, C131, C132
- LIBR C100
- KINS C101, C102
- PHED C103, C107, C109, C113, C115, C123, C129, C131
- SPCH C101
- WELD C101

LIST C

Continuing Students (juniors/seniors who have shown previous success):

- Any class listed above
- ANTH C111, C121
- BIOL C105, C111, C112
- BSAD C100

- CHDV C102
- COLL C101
- ECON C101
- EMTC C105 (17 years and older)
- HMSV C101
- LIBR C111
- PHIL C101
- PHSC C101
- POLS C101
- PSYC C101, C181
- SOCI C101
- SPAN C101, C181

Important Information

High School students are required to abide by all the rules and regulations of Cerro Coso Community College. The policies and procedures outlined in this handbook may vary slightly according to updates in Board Policy or other administrative policies. All student policies and procedures can be found in this handbook, the Student Handbook, the Student Conduct Policy, the College Catalog, in Board Policy, and on the website under Student Services.

Cerro Coso Community College Contact Information

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East Kern – Tehachapi

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ESCC – Bishop

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(760) 872-5328 (fax)

ESCC – Mammoth Lakes

101 College Parkway
Mammoth Lakes, CA 93546
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Kern River Valley – Lake Isabella

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Ridgecrest

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KCCD Service Center

Assistance with Account Login Issues
(877) 382-3508

