

## **2021-2022 d.tech Concurrent Enrollment Policy & Procedures**

This policy is intended as a guide for any student currently enrolled at Design Tech High School who wishes to take a course at an accredited outside institution.

### **Objectives:**

- To provide an appropriate educational pathway for both academically advanced students and students who might need an alternative learning environment for some of their classes.
- To encourage students to maintain a connection with the d.tech community.
- To fairly represent the student's academic achievement on their transcript.

### **Process**

Students wishing to take classes outside of d.tech must follow these steps:

1. Determine which class(s) they wish to take - **please meet with your counselor for guidance.**
2. Submit the **d.tech approval form** indicating the exact class, institution, time & credits.
3. Design Tech Concurrent Enrollment Coordinator will let the student know if the course is approved
4. For classes taken through the California Community Colleges, students must complete the college application and registration process, including getting the Concurrent Enrollment Coordinator's signature on your college form. (see the d.tech/concurrent enrollment website for more directions).
5. At the end of each semester or upon completion of an approved class, students must immediately request an official copy of their transcript be sent to Design Tech High School or electronically to [records@dtechhs.org](mailto:records@dtechhs.org). Please note - there may be a small fee for this.
6. All approved courses will be added to the student's Design Tech High School transcript. Students may not pick and choose which classes go on their transcript.

### **Approval Policy**

1. d.tech may allow students to take concurrent enrollment classes through a community college or an approved outside provider in order to meet their educational needs.
2. If the class is intended to meet a graduation requirement, prior approval by counseling is required.
3. Students taking concurrent enrollment will be required to follow the [Student Early Dismissal Policy](#)
4. Depending on the class, students may be allowed to use a concurrent enrollment class to meet a high school graduation requirement. These classes are limited to community college classes or outside providers (**outside providers are only allowed during the summer or for WL courses**). This will be determined during the pre-approval process

by Counseling. All students must complete English through Design Tech High School and may not replace English with an outside concurrent enrollment class.

5. **Students who opt to take a concurrent enrollment class agree to have ALL approved concurrent enrollment classes placed on their Design Tech transcript.** Students may not pick and choose which classes transfer, even if a class does not meet a graduation requirement. Please note: Fitness classes will not be put on the dtech transcript.
6. Students who choose to drop a concurrent enrollment class must follow the requirements of the providing institution. **Be aware of all add/drop deadlines.**
7. Students must sign up for their concurrent enrollment class by the assigned deadline at the end of each semester. Current d.tech students who do not get approval by the deadline will not be allowed to take concurrent enrollment classes.
8. Students must confirm enrollment at the beginning of the semester, and must submit an official copy of their transcript to d.tech's Records Office at the end of each semester. Please note, the concurrent enrollment provider may charge a small fee.