

How to complete the Dual Enrollment eForm

For High School Dual Enrollment students



**Cabrillo
College**



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First step is to navigate to the Cabrillo College website www.cabrillo.edu

At the top of the homepage students will click on the MY CABRILLO text icon.

After clicking on MY CABRILLO it will take students to the MY CABRILLO Self-Service login portal.



Sign In

Username

College ID Number OR Network Username
(Staff/Faculty/Student Assistants)

 This field cannot be left blank

Password

 This field cannot be left blank

Keep me signed in

Sign In

[Forgot password?](#)

[Unlock account?](#)

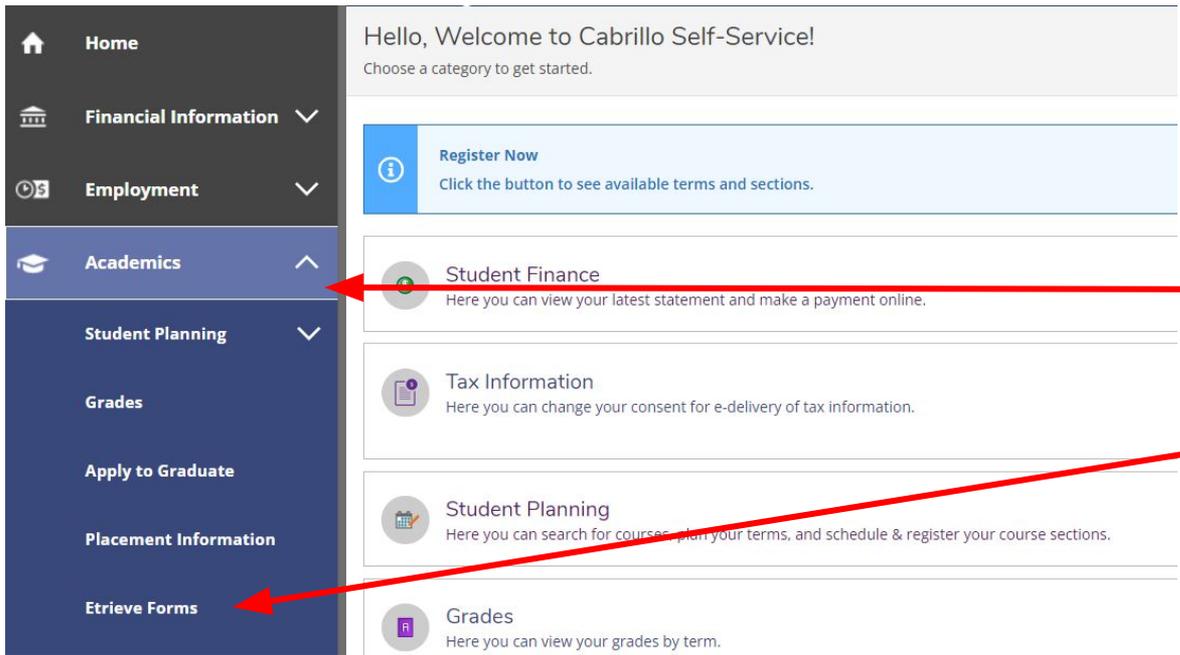
[Help & FAQ](#)

Enter your Cabrillo student ID number as the user name.

If this is the first time you are logging in to Cabrillo's Self Service portal your initial password will be your date of birth. If you have logged in before you will use the password you created.

If you do not remember your password you can use the "Forgot password?" option to create a new password.

IMPORTANT: Your Cabrillo username/student ID is not the same thing as your CCCAPPLY ID number. Your Cabrillo ID number is emailed to you by Cabrillo after you apply. If you already have a Cabrillo ID number you will continue to use the same one.



In the Cabrillo Self-Service portal you will see a left hand navigation bar with several icons.

You will select the Academics icon that looks like a graduation cap.

A drop down menu will appear and you will then select Etrieve Forms

After selecting Etrieve Forms a new screen for the Etrieve System will open.

The screenshot shows the 'Forms' menu on the left side of the interface. The 'Forms' option is highlighted with a red circle, and a grey arrow points to it. The text 'Select forms' is overlaid on this menu. To the right, a list of forms is displayed, with 'INST - Dual Enrollment' circled in red. Other forms in the list include 'AR - Registration Date/Ranking Appeal', 'AR - Registration Ranking Checklist', 'AR - Requisite Challenge Form', 'AR - Student Change of Information', 'CO - Academic Success', 'CO - Back on Track', 'CO - Student Placement Guide', 'CO - Verify Orientation', 'INST - MESA/STEM Intake Form', 'Student Financial Aid', 'FA - Budget Planning Worksheet', 'FA - Student Correspondence', 'Unassigned/Testing', 'HR - Bilingual/Biliterate Form', and 'INST - Nursing Application Form'.

The Dual Enrollment eForm is located in [etrive central](#) through the My Cabrillo platform.

Select the "Forms" option and find the form titled INST-Dual Enrollment



Admissions & Records Dual Enrollment Form

This form is for high school students taking courses at Cabrillo on their own or through a College and Career Access Partnership (CCAP) at their high school or adult education students in a GED or high school equivalency program.

I am registering as:

A high school student taking a Cabrillo course on my own

To complete this form:

1. Select the courses you plan to register for.
2. Download the completed form and the signature page provided.
3. Have your parents and high school designees sign the form. The form can be signed digitally or printed and signed.
4. Upload the signature page and submit the dual enrollment form.

After you have submitted your dual enrollment form, you will receive a confirmation by email when it has been processed. Typically, this takes between 5 and 7 business days.

If there are any issues with your application, you will be emailed information about what is needed to resolve the issue.

POLICY & GUIDELINES

High school students in the 9th to 12th grades may attend Cabrillo College for advanced scholastic or vocational courses as a special part time student, a special full-time student, or a special summer session student. Students are required to complete a Cabrillo application for each term. Dual enrolled students may NOT enroll in 200 level courses, or any basic skills/precollegiate courses other than non-credit courses. Students enrolled in K-8 grade

I am registering as:

Individual: A student that is taking an individual course that they selected on their own.

CCAP Pathway: Students that are taking classes offered in a series of semesters usually in a general education or Career Technical Education (CTE) pathway.

GED/Adult School: Only for students who are currently enrolled in a GED or adult school.

Bridge Program: Academic program for high school seniors transitioning to Cabrillo in the fall.

Select the option that fits your situation. If you aren't sure if you are an individual or CCAP dual enrollment student check with your high school counselor.

CCAP Dual Enrollment

If you are a student participating in a CCAP dual enrollment pathway you will select the "I am registering as" CCAP option.

If this is the first time you are doing a CCAP pathway you will select join a pathway.
If you are continuing from a previous semester select I am continuing

I am registering as:

A high school student in a pathway offered through my high school (CCAP) ▼

Are you a new or continuing student in the pathway program?

I would like to join a pathway program. ▼

Select your school district:

PVUSD ▼

Select a pathway:

American Sign Language ▼

Fall Year 1 Course (Units):

ASL 1 American Sign Language 1 (5 units)

Spring Year 1 Course (Units):

ASL 2 American Sign Language 1 (5 units)

Your student information will be filled in automatically.

1. Select your current grade level.
2. If you are homeschooled or not.
3. Select the term you want to attend.

Once completed scroll down again.

First Name:

Last Name:

Student ID:

Email:

Phone:

Date of Birth:

Current School:

Grade Level:

Home School?

Term:

1. Subject: Use the drop down arrow to find and select the class subject
2. Course: Use the drop down arrow to find and select the specific class

TIP: List the class you want to register for & a backup option. Sometimes the class you want to take is full so by selecting a second class you have more options. If you only select one class on your eForm and don't get a spot you will have to complete another eForm.

The student is approved to register in the following course(s)/section(s)

Subject

Course

Units

1. Read the policies and guidelines and check the box saying you acknowledge and accept.
2. Download the signature page. This will open a new window with the signature page PDF you can download.

You can also print the form, get it signed and upload a picture of it to the eForm attachment

By submitting this form, you acknowledge that you have read and understand the policies & guidelines.

1. I am choosing to enroll at Cabrillo College as a Dual Enrollment Student.
2. My high school determines how Cabrillo courses will count toward high school graduation requirements.
3. I have read and understand Cabrillo's Dual Enrollment Policies and Procedures.
4. It is my responsibility to register for the courses that are recommended and approved by my high school principal/counselor.
5. It is my responsibility to provide my high school district with a transcript to get credit toward my high school graduation requirements.
6. The coursework and grades will become part of my overall academic college record which includes my overall GPA and that my grades (including 'W' grades) may affect future Financial Aid.
7. I declare that the statements submitted by me in connection with this form are true and correct.

I acknowledge and accept the above

Next steps before submitting

1. Review the course sections listed on this form with your parents and counselor.
2. Download the [signature page](#).
3. Get parent and school signatures.
4. Attach the completed signature page.
5. Submit the form.

Note: You will not be able to submit this eform without attaching a completed signature page.

Check the status of or view this form at any time in your [Activity](#) tab. Check out the [Cabrillo Student & Parent Dual Enrollment Handbook](#) for information to help you be successful in dual enrollment. If you have any questions, please email dualenrollment@cabrillo.edu.

This signature page must be signed and attached to the [dual enrollment eForm](#).

PARENT OR GUARDIAN & STUDENT INFORMATION

- Cabrillo College is required to follow the rules regarding the privacy of student records outlined in the [Family Education Rights and Privacy Act \(FERPA\)](#), which apply to all students regardless of age. Cabrillo can only release information directly to the student. If you require access to student information (e.g. grades, transcripts, class schedule), you must have your student request the information or have the written consent of the student on file with Cabrillo Admissions and Records.
- All courses will become a part of your student's official college record. Poor grades can affect their academic future in such areas as admission to colleges/universities, eligibility for financial aid, eligibility for athletics, and academic probation.
- Cabrillo College's [academic regulations](#) may be different than the high schools. Your child is required to adhere to the academic standards, rules and regulations of the college.
- Attendance is a required part of completing courses. Students that do not attend can be dropped from a course as outlined in Cabrillo's [Administrative Procedure 5075](#). Furthermore, if the instructor determines that the student is not keeping up with the class, the instructor has the right to drop the student.
- Students will meet a diverse population of people in courses designed for the adult learner. Sensitive topics may be discussed in class.
- Students are responsible for communicating with their instructor. Instructors will only inform the student when classes are cancelled or when class ends prior to the scheduled time.
- If a student has an IEP or 504 plan they need to contact [Cabrillo Accessibility Support Center](#) to discuss accommodations.
- The deadline to submit a dual enrollment eForm is two weeks prior to the start of every semester.
- This signature page must be completed and attached to the [dual enrollment eForm](#). Incomplete dual enrollment eForms or signature pages will not be approved. Submitting incomplete forms can delay the enrollment process.

Your signature acknowledges your receipt of this information, gives permission for your child to complete the registration process, enroll in a college level course, and participate in all required activities.

- I have read and understand Cabrillo's Dual Enrollment Policies and Procedures.
- I approve of my child taking the course(s) listed here/on the dual enrollment eForm at Cabrillo College.
- I understand that there are privacy restrictions on my child's records, and I will be unable to obtain information without their written consent.
- I approve Cabrillo to release information to my child's school regarding their course choices, enrollment, and course status as needed.
- Completion of this form is not a guarantee of enrollment. Students must complete the entire dual enrollment process which includes current semester application, dual enrollment eForm, and completed signature page.

Sammy Seahawk	0265000
Students name	Cabrillo student ID number
Parent or Guardian Signature	Date

TO BE COMPLETED BY PRINCIPAL OR SCHOOL DESIGNEE

The student is recommended for the following course(s). These courses must also be listed on the dual enrollment eForm.

List the course(s) name and number (example MA-70 Medical Terminology)

Art 1A Intro to Art Making	

High Schools:

I am pleased to recommend the above-named student for enrollment in Cabrillo College courses listed here and on their dual enrollment eForm. I believe they are academically prepared for the scholastically advanced course(s) and have the ability and maturity to benefit from college level instruction. This student has availed themselves of all opportunities to enroll in an equivalent course at their district of attendance, per the Education Code, Sections [48800](#), [48800.5](#) and [76001\(a\), \(b\)](#).

Signature of High School Principal or School Designee	Date

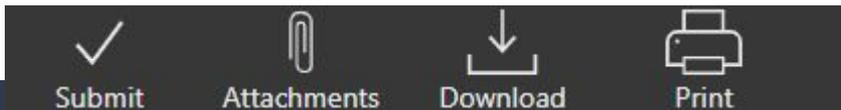
High school students must have this signature page signed by their parent/guardian (regardless of students age) and their principal or high school designee.

This signature page is available to download at the end of the dual enrollment eForm & [on the dual enrollment webpage](#).

There are 2 ways to submit the signature page to the dual enrollment eForm.

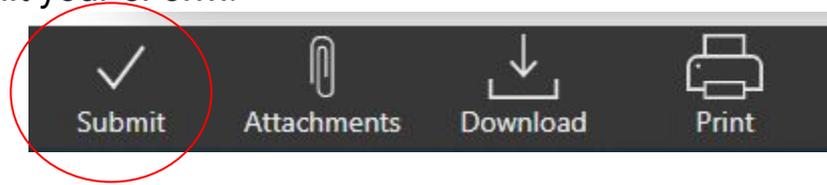
- Download the signature page as a PDF and digitally sign the form.
- OR
- Print the signature page and sign it in ink

The signature page must then be uploaded to the eForm using the attachments option at the bottom of the form.



Don't forget to submit your eForm!

Once you have filled out the entire form and attached a completed signature page you can click on the submit button to submit your eForm.



Please allow 5-7 business days for the form to be processed. If your form has been denied you will receive a notification as to why.

To check the status or view your form use the Activity tab in Etrive. On your form at the bottom is an option that says History where you can check the form status and any notes from Cabrillo regarding your form.

If you have questions about your form please email dualenrollment@cabrillo.edu with your name and Cabrillo student ID.

Questions?

If you have any questions about the dual enrollment eForm or any of the dual enrollment steps please contact us.

Email: dualenrollment@cabrillo.edu

Phone: (831)786-4732