

Welcome to our **WAITING ROOM**

You will be muted upon entry and your video turned off. Thank you!

Problem Solving: Moving Dual Enrollment Online

Thursday, April 2
10 a.m. - 11 a.m.

Problem Solving: Moving Dual Enrollment Online

Webinar Series

Thursday, April 2
10 a.m. - 11 a.m.

Technical Announcements

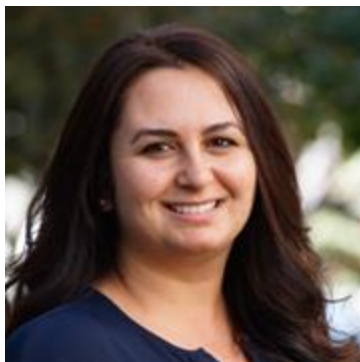
- Webinar Technology
 - When you join you will be MUTED
 - Your video will be OFF upon entry to zoom
 - If you are joining by phone and computer/tablet, please connect your phone to your computer/tablet (#participantID#)
- For any technology issues please ask for help in the chat and we will message you privately for support

The Dual Enrollment Webinars CLP Team



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Program Associate
Career Ladders Project

Welcome to the problem solving webinar!

- Welcome Everyone
 - The purpose of these webinars and topics we will discuss.
 - Access
 - Online platforms
 - Communication
 - Support services
 - Big Picture
 - Opportunities
 - 1- hour every Thursday; video, slides and links will be shared



Problem Solving: Moving Dual Enrollment Online, a CLP Webinar series

March 26, 2020

To support dual enrollment practitioners across California as they move instruction and student services online, CLP is hosting a series of conversations each Thursday at 10 a.m., through April 16. Join us via [Zoom here](#) (it's the same link every week).

Nearly 200 people joined us for the first, on March 26, sharing their experiences and their approaches to changes in procedures (and to issues of longer standing too!). [Here's a recording](#) of that webinar. [Here is the presentation](#) from March 26.

Here is a quick guide for [participants new to Zoom](#).

And here are [links to a variety of resources](#) for dual enrollment students, instructors, and institutions.

We will continue posting additional material, including edited transcripts, at this link as it becomes available. Keep checking in!

<https://www.careerladdersproject.org/problem-solving-moving-dual-enrollment-online-clp-webinar-series/>

How to ask questions during the webinar

Use the chat function on zoom to type your question.

- **If you have a question for a panelist** indicate the college before your question. ex: *CHAFFEY How do you....?*
- **If you have a general question** regarding dual enrollment use the following notation: *GENERAL What are colleges....?*
- **If you have an approach** you'd like to share, let us know in the chat. ex: *"IDEA I (Your name) have an approach to the question regarding...."*
- **If you have a tech issue** use the following notation: *"TECH I can't hear."*

Updates

- Most pressing challenges are the same as those being faced by all students and instructors
- Temporary Suspension of Student Withdrawal Regulations
 - Excused Withdrawal (EW)
- Hard to convert classes
 - Assessing viability
 - Updates on access to online, virtual lab platforms
- The California Virtual Campus - Online Education Initiative (CVC-OEI)
 - Canvas trainings - Online access resources

Updates Cont.

- Temporary Suspension of Pass/No Pass Regulation
 - Students can elect Pass/No Pass outside of 30% window
- Technology resources
 - LinkSystems - NetTutor
 - Cranium Cafe
 - [Labster](#) - virtual lab platform supporting science-related disciplines
- [NextGen Web Solutions](#) - available at no cost to colleges

Updates from the Chancellor's Office

Stay Healthy. Stay Informed. Find [facts and resources](#) about the Novel Coronavirus 2019 (COVID-19).



[FIND A COLLEGE](#) [APPLY FOR COLLEGE](#) [DATA](#) [NEWS & MEDIA](#) [CONTACT](#)

[HOME](#)

[STUDENTS](#) ▼

[COLLEGE PROFESSIONALS](#) ▼

[ABOUT US](#) ▼

[SEARCH](#) 🔍

Chancellor's Office

A photograph of a modern, multi-story building with a grid-like facade and large glass windows. The building is partially obscured by green trees in the foreground. The text 'Chancellor's Office' is overlaid in white on the lower left portion of the image, with a thin yellow underline underneath.

Novel Coronavirus 2019 (COVID-19)

Our college communities are working tirelessly to help students and their families get through this crisis and they will play a critical role in our state's recovery. With all of us working together and following safety guidelines and procedures we can help keep Californians healthy.

The situation is continuing to evolve and we will update our information and resources daily.



NEW DEVELOPMENTS



COVID-19 (Novel Coronavirus) Update
(PDF) - April 01, 2020 - Update No. 13

SUBSCRIBE AND CONNECT



Subscribe for daily COVID-19
SPECIAL UPDATES

Connect with us on Social Media to stay
updated on the latest information.



Dual Enrollment Resources for the Response to COVID-19

Guidance from the California Community Colleges Chancellor's Office

The CCCCO has published [Guidance](#) on matters related to education for students, instructors, and colleges while the stay-at-home order is in effect. Of particular note for dual enrollment partners:

- [Hard-to-Covert Courses](#)
- [Temporary Suspension of Withdrawal Regulations](#)
- [Clarification on Apportionment, Withdrawals, and Student Fee Refunds](#)

Visit the state [Health Department](#) website for information about coronavirus disease (COVID-19).

Online Instruction - Tools

The [California Virtual Campus - Online Education Initiative](#) (CVC-OEI) has a number of resources and

Dual enrollment practitioners for today's webinar

Josh Pelletier

Supervisor of Student
Outreach & CTE
Transitions

 **FOOTHILL COLLEGE**

**Matthew Morin, Joe
Vallejo, Nabil Torres**

Admissions and
Records/Intersegmental
Partnerships

Chaffey  **College**



FOOTHILL COLLEGE

Josh Pelletier

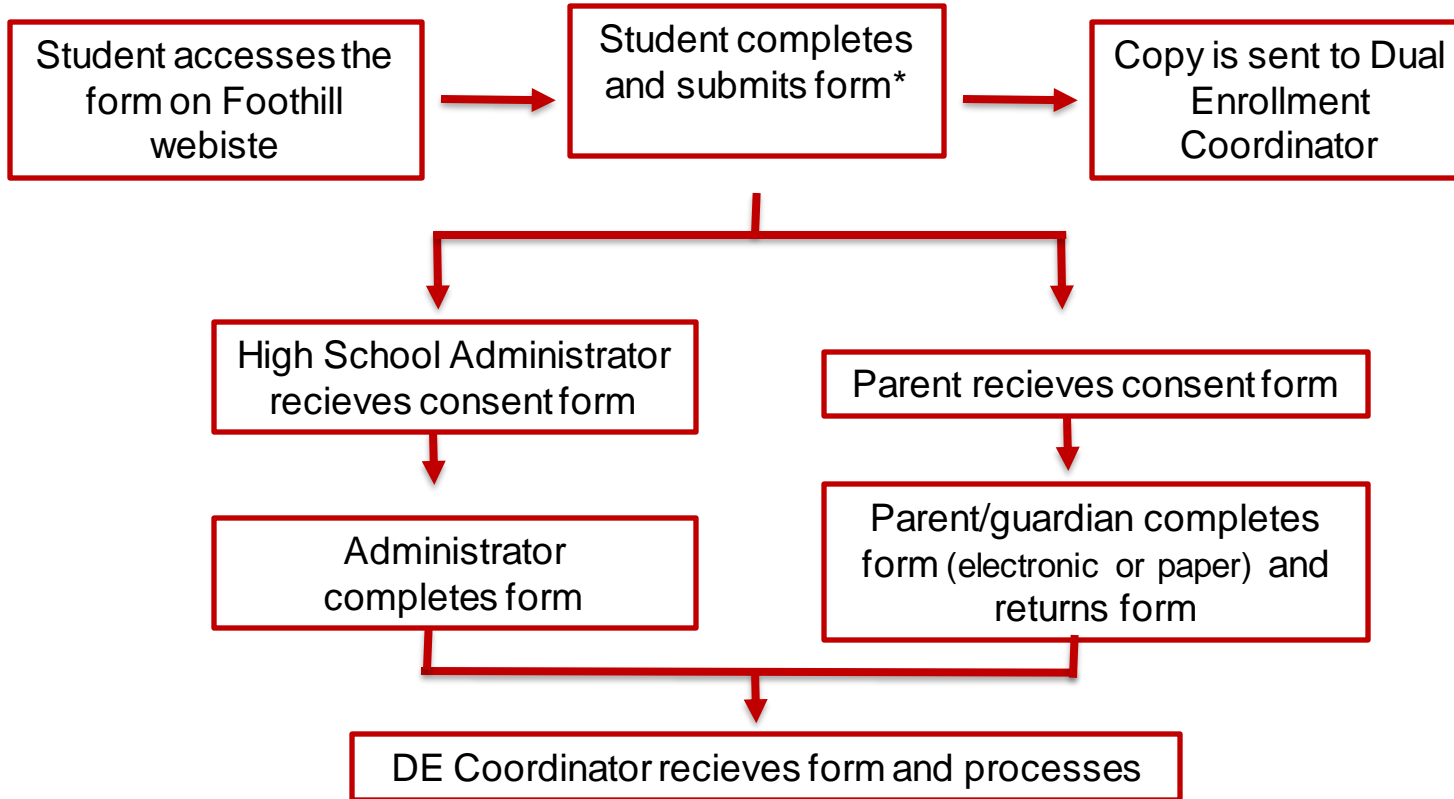
Supervisor of Student Outreach & CTE Transitions



FOOTHILL COLLEGE

- Foothill's spring quarter begins 4/13 (*pushed back from 4/6*)
- [YouTube Application Support Video](#) (*almost ready for sharing*)
- Replaced PDF Special Admit form with a [Smartsheet electronic form](#)
- Preparing for virtual everything—workshops, tours, tabling, panel presentations, and college events (like *Day on the Hill*)

Foothill Dual Enrollment Form Workflow



Parent/Guardian Consent Form

*Electronic Consent form is sent immediatelt to parent email

*Paper Consent Form is available at High School or online?



FOOTHILL COLLEGE

Additional Supports during WFH and Virtual & Online Instruction:

- [Foothill Virtual Campus](#)
- [Continuity Plan](#)
- [Daily Staff and Faculty Briefings with President Thuy Nguyen](#)

Questions?

Chaffey College

Matthew Morin, Joe Vallejo, Nabil Torres

Admissions and Records/Intersegmental
Partnerships

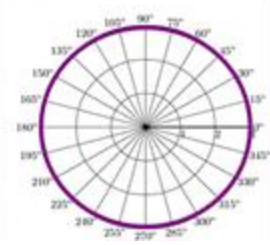
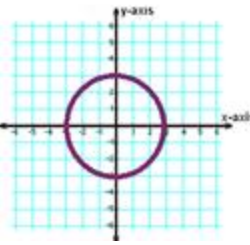
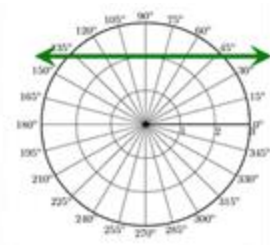
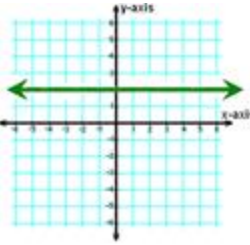
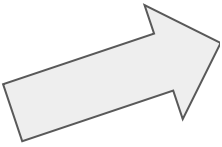
MANAGEMENT STRATEGY



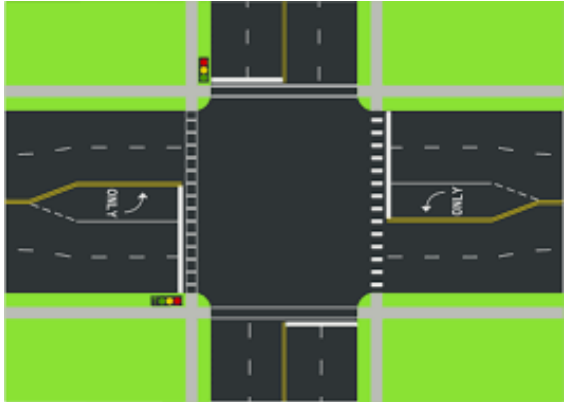
ROCKSTAR



manager



INTERSECTIONS AND INTERSECTIONALITY



POLICY



IMAGINE

LEADERSHIP A&R INTERNAL AUDITOR

TECHNOLOGY



DIY AND USE I.T.
SPARINGLY, FOR
ONLY WHAT IS
ESSENTIAL

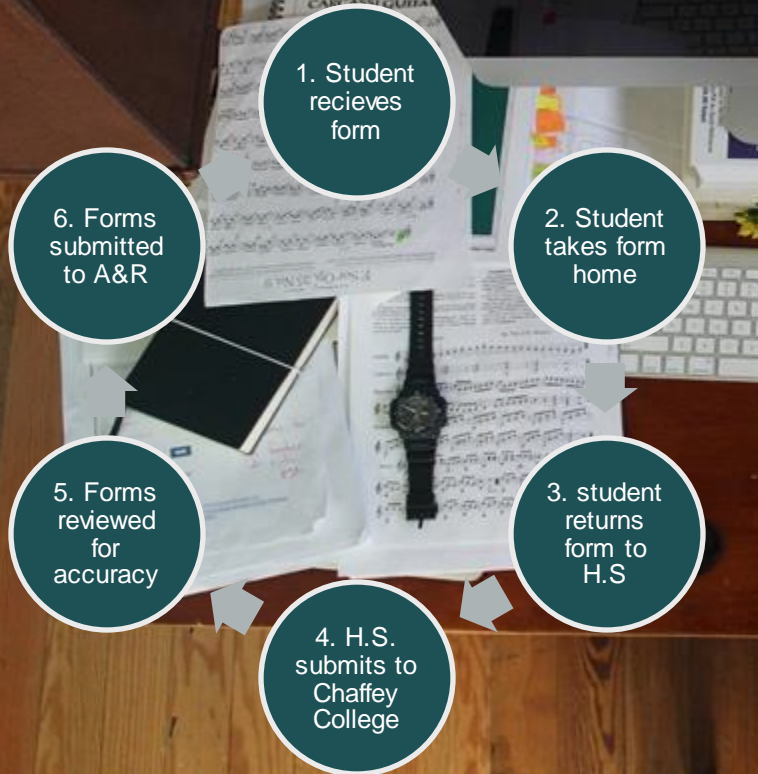
PROCESSES



LEADERSHIP

I.T. COUNSELING I.R.

Current Paper Process Challenges



Common Issues

- Incomplete Forms
 - Search Colleague (S.I.S.)
 - Send forms back
 - Contact students
 - Explain errors
- Forms are not collected all at once
 - Reach out to H.S.
 - Drive to H.S.

Over a hundred hours spent resolving these issues each semester

Solution: Formstack Workflows

- ▶ Allows Dual Enrollment staff to focus on other tasks by:
 - ▶ Eliminating driving to 19 high schools for form pick-ups
 - ▶ Requiring students to complete Chaffey application first
 - ▶ Requiring students to submit completed legible forms
- ▶ Creates a streamlined paperless process
 - ▶ Student → High School Designee → Chaffey College
- ▶ Allows for more data collection
- ▶ Reduces lines for Admissions and Records Department
- ▶ Conservative saving of \$30,000 workload per year

Online Dual Enrollment Process



Online Enrollment Agreement

- ▶ Formstack
- ▶ Official high school transcript submission (First time student enrolls)

Online Dual Enrollment Orientation

- ▶ Comevo

Online Intervention Counseling for High School Partnership (HSP) Students

- ▶ Progress Surveys sent to college faculty for HSP courses

Students' section has 6 parts

1. Student Information
2. Omnitrans Information
3. Recommended Courses
4. Student Agreement
5. Waiver Agreement
6. Emergency Information

STUDENT INFORMATION

This form is only for students who have completed Chaffey College's application and received their 7-digit Chaffey College ID#.

- If you need to apply to Chaffey College you may do so by clicking [HERE](#). You will receive your Chaffey College ID# in 48-72 business hours after completing the application via e-mail.
- Please note that sections with a red asterisk (*) must be completed to submit the form.

Semester and Year* <input type="text" value="Spring 2020"/>	Chaffey College ID#* <input type="text"/> <small>This is provided 72 hours after applying to Chaffey College. It is a 7 digit number starting with 0.</small>		
Student's Name* <input type="text" value=""/> <small>First Name</small>	<input type="text" value=""/> <small>Initial (optional)</small>	<input type="text" value=""/> <small>Last Name</small>	Date of Birth* <input type="text" value=""/> : <input type="text" value=""/> : <input type="text" value=""/>
Student's Address* <input type="text"/> <small>Address Line 1</small>			Personal E-mail Address* <input type="text"/> <small>Do not use e-mails provided by schools</small>
<input type="text"/> <small>Address Line 2</small>			
<input type="text"/> <small>City</small>	<input type="text"/> <small>State</small>	<input type="text"/> <small>ZIP Code</small>	
Student's Cell Phone Number <input type="text"/>			Cell Phone Provider <input type="text"/>
Grade Level* <input type="radio"/> 9th <input type="radio"/> 10th <input type="radio"/> 11th <input type="radio"/> 12th <small>Please select the grade that you will be in when taking the Chaffey course. If you are taking a Summer course you have NOT officially started the next grade level.</small>			
Which High School Do You Attend?* <input type="text" value="Please select one of the options below"/> <small>Your current high school</small>			High School ID#* <input type="text"/>

[Save and Resume Later](#)

Form secured by **Formstack**

Next

Designee's section has 3 parts

1. Student Information
 - cannot edit
2. Recommended Courses
 - can edit
3. Eligibility Verification

ELIGIBILITY VERIFICATION

High School Counselor/Authorized School Designee

Below are the minimum eligibility requirements for high school students:

- Be in the 9th-12th grade


Is the student enrolled in the 9th-12th grade at your high school?*

No
 Yes

By typing my full name below I affirm the accuracy of the information given in this agreement and provide my electronic designee signature verification.*

First Name Last Name

Authorized School Designee Declaration Date:*

04 02 2020 

Submit Form

A&R Dual Enrollment Process

elucian COLLEAGUE

PERC - Petition Resubmits

Tomes Arguilles, Nabil A. - 06/4/2017
Apple Valley CA 92307 Phone: 760-240-2198 Birth Date: 01/12
Where Used: MAL/PER/STAS Entry Date: 08/25/11 Social: 00-00-9888

Petition	Status	Start Date	End Date	Start Time	End Time	Reg Fee
1	IN	08/25/11	09/01/11	09:00	09:00	0.00
2	IN	08/25/11	09/01/11	09:00	09:00	0.00
3	IN	08/25/11	09/01/11	09:00	09:00	0.00
4	IN	08/25/11	09/01/11	09:00	09:00	0.00
5	IN	08/25/11	09/01/11	09:00	09:00	0.00
6	IN	08/25/11	09/01/11	09:00	09:00	0.00
7	IN	08/25/11	09/01/11	09:00	09:00	0.00
8	IN	08/25/11	09/01/11	09:00	09:00	0.00
9	IN	08/25/11	09/01/11	09:00	09:00	0.00
10	IN	08/25/11	09/01/11	09:00	09:00	0.00
11	IN	08/25/11	09/01/11	09:00	09:00	0.00
12	IN	08/25/11	09/01/11	09:00	09:00	0.00
13	IN	08/25/11	09/01/11	09:00	09:00	0.00
14	IN	08/25/11	09/01/11	09:00	09:00	0.00
15	IN	08/25/11	09/01/11	09:00	09:00	0.00
16	IN	08/25/11	09/01/11	09:00	09:00	0.00
17	IN	08/25/11	09/01/11	09:00	09:00	0.00
18	IN	08/25/11	09/01/11	09:00	09:00	0.00
19	IN	08/25/11	09/01/11	09:00	09:00	0.00
20	IN	08/25/11	09/01/11	09:00	09:00	0.00

elucian COLLEAGUE

STRK - Student Remarks

Tomes Arguilles, Nabil A. - 06/4/2017
Apple Valley CA 92307 Phone: 760-240-2198 Birth Date: 01/12
Where Used: MAL/PER/STAS Entry Date: 08/25/11 Social: 00-00-9888

Type	Text	Author	Reference	Date
1	Unhappy Petition	010-A, Tomes Arguilles		08/25/11
2	Positive Counseling/High School			
3				
4				
5				
6				
7				
8				

elucian COLLEAGUE

Birth Date: 01/12
Where Used: MAL/PER/STAS
Entry Date: 08/25/11
Social: 00-00-9888

elucian COLLEAGUE

SREP - Student Registration Priority

Tomes Arguilles, Nabil A. - 06/4/2017
Apple Valley CA 92307 Phone: 760-240-2198 Birth Date: 01/12
Where Used: MAL/PER/STAS Entry Date: 08/25/11 Social: 00-00-9888

ID	Time	Priority	Start Date	Start Time	End Date	End Time
1	SREP1A	REG1A	11/29/17	09:00AM	01/05/18	09:00AM
2	SREP1A	REG1A	08/29/18	09:00AM	01/05/19	09:00AM
3	SREP1A	REG1A	08/29/18	09:00AM	01/05/19	09:00AM
4	SREP1A	REG1A	11/29/17	09:00AM	01/05/18	09:00AM
5	SREP1A	REG1A	08/29/18	09:00AM	01/05/19	09:00AM
6	SREP1A	REG1A	08/29/18	09:00AM	01/05/19	09:00AM
7	SREP1A	REG1A	11/29/17	09:00AM	01/05/18	09:00AM
8						
9						
10						
11						
12						

elucian COLLEAGUE

SCHT - Student Contact Maintenance

Tomes Arguilles, Nabil A. - 06/4/2017
Apple Valley CA 92307 Phone: 760-240-2198 Birth Date: 01/12
Where Used: MAL/PER/STAS Entry Date: 08/25/11 Social: 00-00-9888

Other Contact	Start Date	End Date
1 High School Dual Enrollment	08/29/18	08/29/18
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		

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Petition Status

Tomes Arguilles, Nabil A. - 06/4/2017
Apple Valley CA 92307 Phone: 760-240-2198 Birth Date: 01/12
Where Used: MAL/PER/STAS Entry Date: 08/25/11 Social: 00-00-9888

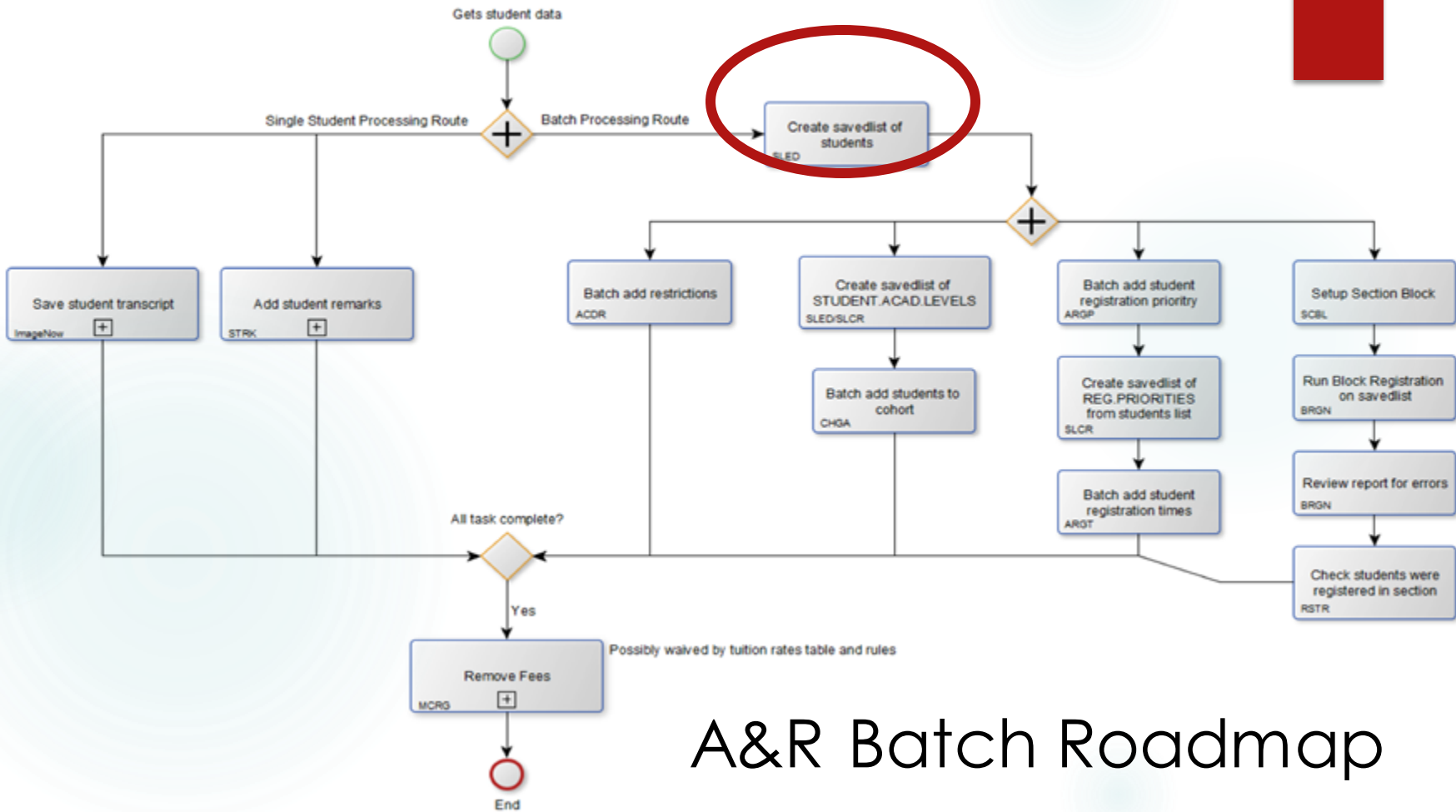
Petition Status	Faculty Consent Status	Petition Reason	Faculty Consent Reason
1 ENGL 1A	High School Regents	High School Petition	
2 MATH 25	High School Regents	High School Petition	
3			

A&R Dual Enrollment Process

- ▶ PERC – "Received Dual Enrollment Agreement. Approved for: ENGL-1A and MATH-25"
- ▶ STRK – Received Transcripts
- ▶ SREP – Registration Date
- ▶ XCHT – Cohort
- ▶ STPE

The screenshot shows the 'STPE - Student Petitions' web application. At the top, there are buttons for 'Save', 'Save All', and 'Cancel'. Below the header, the page title is 'Element Course List' with a 'Value 2/2' indicator. The main form area includes a 'Term' dropdown set to '2019FA 2019 Fall' and 'Start/End Date' fields with calendar icons, showing '08/19/19' and '12/19/19'. The core of the form is a table with columns for 'Course', 'Section', 'Petition Status', 'Faculty Consent Status', 'Petition Reason', 'Faculty Consent Reason', 'Petition Comments', and 'Consent Comments'. Three rows are visible, each corresponding to a course: ENGL-1A, MATH-25, and an empty row. Each row has dropdown menus for 'HS High School Registra' and 'HS High School Petition', and checkboxes for 'Petition Status' and 'Faculty Consent Status'. At the bottom, there is an 'Overload Petition Status' field with a dropdown menu.

Course	Section	Petition Status	Faculty Consent Status	Petition Reason	Faculty Consent Reason	Petition Comments	Consent Comments
1 ENGL-1A				HS High School Registra	HS High School Petition		
2 MATH-25				HS High School Registra	HS High School Petition		
3							



A&R Batch Roadmap

Questions?

Join us for the next webinar



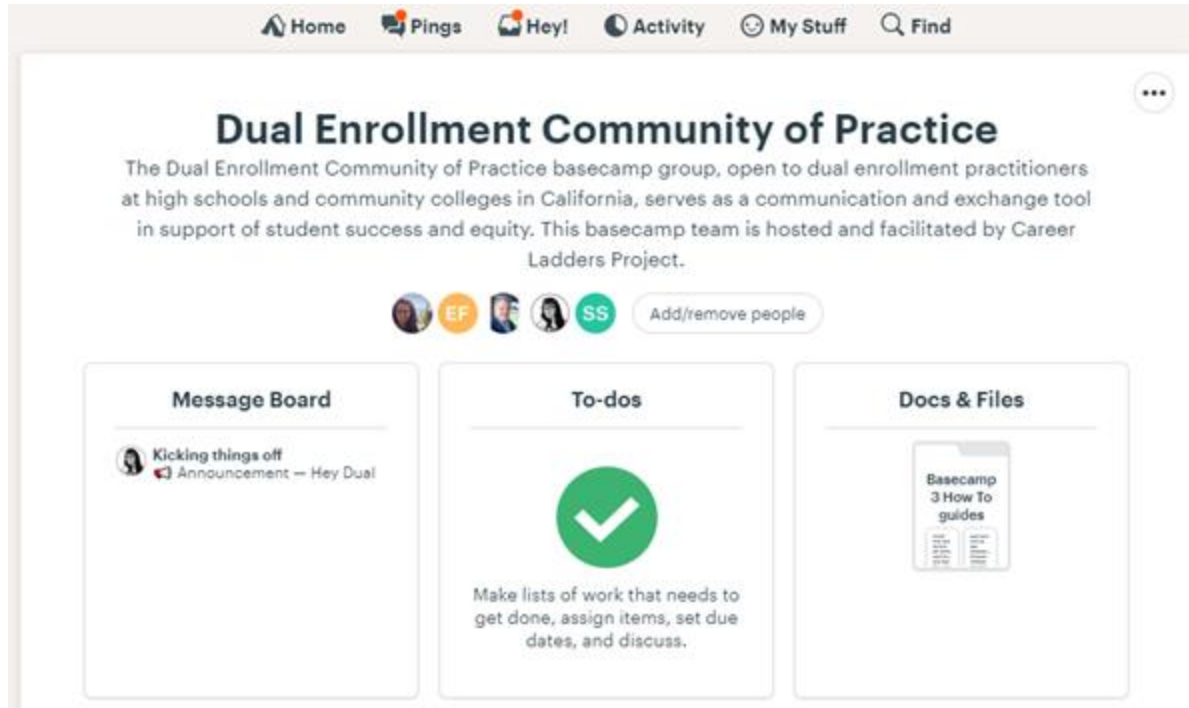
Thursday, April 9th from 10 a.m. to 11 a.m.

Video, powerpoint and other resources will be emailed to you following today's webinar.

This webinar is part of a series produced by Career Ladders Project with funding from the California Community Colleges Chancellor's Office and the College Futures Foundation.

careerladdersproject.org

Join our BASECAMP Community of Practice



If interested in joining, please respond to our follow up email.
Basecamp Tutorial: <https://youtu.be/su5xAZHF114>

BASECAMP Features

+ New message

Message Board

All messages



How are things going?

Carla Yorke • Mar 31 — Hi Everyone, I wanted to see how things are going? This is Cerritos College's first week transitioning to online classes. One thing I have learned



Welcome!

Naomi Castro • Mar 30 — Hello new base-campers! We're so excited to create this community of practice together. Please check out the folders and resources. Carla,



Dual Enrollment Resources during COVID19

Sherry Shojaei • Mar 26 — Please find the link to the resource document that was shared during the first webinar (3/26) below. We will continue to update and curate it



Kicking things off

 Announcement by Naomi Castro • Mar 22 — Hey Dual Enrollment Practitioners in California - The Career Ladders Project (CLP) set up space on Basecamp for an online

BASECAMP Features Cont.

+ New...

Docs & Files

Unsorted

Tips for Students

4 Documents

1. Cerritos College - Tips for Success I...
2. Participating In a Zoom Meeting.pdf
3. ...
4. ...

Participating In a Zoom Meeting.pdf

Dual Enrollment Partnership Handouts

Working-with-Adolescents_FI

Creating-a-DE-Partnership_FI

Dual Enrollment Resources during COVID-19.pdf

WEBINARS | Problem Solving: Moving Dual Enrollment Online

3-26-20 Announcement

Webinar 3-26-20 Char.pdf

Basecamp 3 How To guides

THANK YOU
for joining us today.

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careerladdersproject.org