

Student Handbook

Dual Enrollment Program

For High School Students at **Berkeley City College**



**START EARNING
COLLEGE
CREDIT
AT BCC!!**



A project funded by the
College for Futures Foundation

Dual Enrollment Program: Student Handbook

Berkeley City College

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THINGS TO NOTE



There are a lot of questions to ask your high school or college counselor as you explore your dual enrollment journey. You can always reach out with questions or concerns!



Depending on when you want to study it is important to be aware of some key dates. Many colleges use different academic calendars from high schools, or have different schedules.



There are so many opportunities and resources to expand your network of support at BCC! Dual Enrollment is a great way to learn about clubs, activities and life as a college student.

“ Look for DE Student to Student Tips!

Advice from Dual Enrolled students on how to succeed at BCC

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Welcome to Berkeley City College!

We are so excited that you want to learn how to participate in the Berkeley City College (BCC) Dual Enrollment (DE) program!

Dual Enrollment is an opportunity for high school students to get a head start on earning college credits. It allows them to take college courses while in high school and earn both high school and college credits simultaneously.

Dual Enrollment courses:

- help families save money on college tuition,
- provide students with an advantage as they learn how to be successful college students while still at High School, and
- help them explore fields of study that may interest them later.

This handbook will provide all the information you need to get started, including how to register for courses and what you need to know before taking classes.

We are here to help you figure out the process and make it as easy as possible!



“ Don't be afraid to speak up.
It's BCC; your voice matters.

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This document will be continually updated - please check that you are using the most current version.

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About BCC

Berkeley City College, one of California's 116 community colleges, is located at 2050 Center St. between Shattuck Ave. & Milvia St. in downtown Berkeley, one of the world's great educational institutions.

The college is part of the Peralta Community College District which also includes:

- College of Alameda
- Laney College
- Merritt College

Model programs in American Sign Language, biotechnology, business, computer information systems, English language and literature, global studies, the liberal arts, multimedia arts, public and human services, social sciences, and university transfer place Berkeley City College on the cutting edge of community college education in California. Classes convene at the college's urban setting in downtown Berkeley and the University of California, Berkeley. Berkeley City College also supports and also offers a wide variety of courses online.

Berkeley City College's mission is to:

- provide our diverse community with educational opportunities,
- promote student success, and
- transform lives.

The college achieves its mission through instruction, student support, and learning resources that enable its students to earn associate degrees and certificates and to attain college competency, careers, transfer, and skills for lifelong success.

“Classes can be difficult and the homework can sometimes feel overwhelming but don't put it off, don't wait to do it. It will make all the difference if you can push through and finish that one assignment or submit that report. You don't have to finish it a week early but even just finishing it a day or two early can really reduce stress.

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Dual Enrollment at BCC

At BCC, we use the term dual enrollment, but your high school may call it concurrent enrollment or early college credit. There are two ways to participate in the program: (1) as a student enrolling in a course designated for only high school students to be able to enroll (also known as a “closed” course)” or (2) in a course open to all BCC students. The differences are explained below.

| (1) PARTICIPATE AT YOUR HIGH SCHOOL Sign up for a course through your high school that is open only to current high school students. | (2) PARTICIPATE AS A SPECIAL ADMIT BCC STUDENT Sign up for a class at BCC that is open to all students. |
|--|--|
| <p>This option means an agreement between your high school and BCC regarding this class is in place. These courses are reserved exclusively for high school students participating in a dual enrollment program. Check with your high school counselor for more information and available classes.</p> <p>Things to note:</p> <ul style="list-style-type: none">● Materials costs are covered.● Additional enrollment support may be available directly through your high school.● There may be additional embedded classroom supports.● DE courses include high school students only, whereas BCC courses may include students of all ages and groups.● These courses may count towards your high school and college transcripts. The number of high school credits awarded through your high school will vary by course and school. | <p>Through this option, you find the course you are interested in and enroll through the BCC Admissions & Records Office (steps are listed below). Please email the BCC Dual Enrollment team at bccdualenrollment@peralta.edu if you need support identifying a course. You must follow the prompts to book an appointment and create a ConexEd account.</p> <p>Things to note:</p> <ul style="list-style-type: none">● Students in this pathway are often called “general students.”● Homeschooled students typically participate this way.● Students have a wide range of courses to choose from and can enroll if they meet the prerequisite requirements.● These courses are open to all students and will have a diverse classroom community of students from all ages and backgrounds.● Although the course will be free to enroll in, there may be material costs associated with the course. |

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Participate at your high school

| HIGH SCHOOL CONNECTIONS | | |
|---|---|---|
| Do you attend a high school in the following districts? | Review the resources below and follow the steps to participate. | If you're stuck, contact: |
| Oakland Unified School District | OUSD Dual Enrollment Webpage OUSD Dual Enrollment Handbook | Leslie Hsu Freeman Dual Enrollment Manager leslie.hsu@ousd.org Fatima Ghatala Dual Enrollment Specialist fatima.ghatala@ousd.org |
| Berkeley Unified School District | BHS Dual Enrollment Webpage | Your high school counselor |
| Albany Unified School District | AHS Dual Enrollment Webpage | Your high school counselor |
| Emery Unified School District | EUSD Website | Your high school counselor |

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Participate as a special admit BCC student



If you do not attend a high school in a district that BCC has a connection with, you can still participate in dual enrollment as a special admit BCC college student.

Important Dates

This [calendar](#) lists all dates that are relevant to Peralta students. Please take special note of

- Last day to enroll
- Last day to drop without a “W” appearing on your college transcript

The following steps should be followed by students participating in dual enrollment as special admit BCC students. If you are participating through your local high school, visit the [Participate at your high school](#) section of this handbook.

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| STEP | APPLICATION PROCESS TO PARTICIPATE AS A SPECIAL ADMIT BCC STUDENT | IF YOU'RE STUCK, CONTACT... |
|------|--|--|
| 1 | <p>Complete your Berkeley City college application and wait 48 hours for a welcome email. If you have not received a welcome email within 48 hours, contact our Enrollment Office at gpendleton@peralta.edu.</p> <p>For support completing your BCC application, review the application support guide.</p> | <p>gpendleton@peralta.edu</p> <p>Campus Location: 1st Floor</p> |
| 2 | <p>Identify which course(s) you would like to register for using the class schedule.</p> <p>Consult with your high school counselor or schedule an appointment with the Adult Education and Dual Enrollment Counselor at BCC.</p> | <p>Susan Truong bccdualenrollment@peralta.edu</p> <p>Campus Location: Room 124E, BCC</p> |
| 3 | <p>Complete the Dual Enrollment student form.</p> <p>Have a school counselor review and sign off on your form. Have a parent / guardian review and sign off on your form.</p> | <p>High school counselor</p> |
| 4 | <p>Submit your form to BCC Admissions and Records at BCC-AdmissionsRecords@peralta.edu. Allow up to 48 hours for processing. If you do not receive any email confirmation after 48 hours, please email BCC Admissions & Records at BCC-AdmissionsRecords@peralta.edu.</p> | <p>Admissions & Records</p> <p>Campus Location: 1st Floor</p> |
| 5 | <p>Once you've received confirmation that you have been registered, begin familiarizing yourself with your Peralta student accounts, including your Peralta student email, Canvas, and Campus Solutions Accounts. Click on this link here for a guide on how to log in!</p> <p>Canvas is the platform you will utilize to access information about your course(s) and complete course assignments, whether the course meets in-person or online. If you are having any challenges logging into or navigating, Canvas please connect with our Student Ambassadors or the LRC.</p> | <p>Student Ambassadors bccambassadors@peralta.edu</p> <p>Campus Location: Front desk Learning Resource Center</p> |

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Seems obvious, but stating it anyway: get a student ID. It's possible to do all the class signup and whatnot online with just your student number, but the actual cards are useful. Please note that after enrolling in at least one course, students can get a student ID from the Welcome Desk, located on the 1st floor, at the entrance stairs of BCC.

Program Overview

Benefits for Students

Taking college courses before graduating high school can offer you many benefits:

- ★ Prep and ease your transition to college.
- ★ Get ahead on college credits and complete UC and CSU general education requirements.
- ★ Automatically earn HS credits AND college units by participating through your high school.
- ★ Work towards completing a BCC certificate, degree, and transfer requirements!
- ★ Choose from various courses to meet high school graduation, such as taking ASL to fulfill a language requirement.

Program Eligibility

All high school students, as well as middle school students, may be eligible to participate in dual enrollment. This includes students who are homeschooled, and students enrolled in private schools. Please note that although international students can participate, they must pay international student fees for the course(s), please check with the BCC International Student Office.

Family Educational Rights and Privacy Act (FERPA)

We are so excited that you are taking ownership of your academic future.

FERPA is a federal law that transfers ownership of your educational record from your parents to you, even if you're under 18. This means you will be considered a college student if you enroll in a BCC course, regardless of age. For more information on FERPA, please [visit our FERPA resource page](#).

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Parents and Guardians

The college may disclose a student's information, but only with their consent. If you are a parent or guardian, please note that the faculty and other college employees **will not** discuss the progress or grades of your student with you.

“ Have a plan but don't hold onto it for dear life, be flexible, feel things out, try new stuff. I highly recommend taking an intro class in a subject that is foreign to you. You might find a cool new hobby or you might decide to take more classes in the subject.

Course Selection

Peralta Class Search

Use the Peralta [Class Search tool](#) to review a list of courses available for the current semester. Search by subject area or course number to display class times, locations, and availability.

Cost for Students

Enrollment Fees

High school students do not pay the resident tuition fee of \$46.00 per college unit for enrollment fees as long as they do not exceed the maximum allowed units and are not considered non-residents or International students. High school students who are considered non-residents will pay non-resident unit fees . High school students who are international exchange students will pay international student fees.

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Course Fees

Students taking BCC classes, not through their high school, might have to purchase any required books, labs, or other course materials. If you are a student in need of money for books or other required course materials, talk to a counselor at Berkeley City College about options.

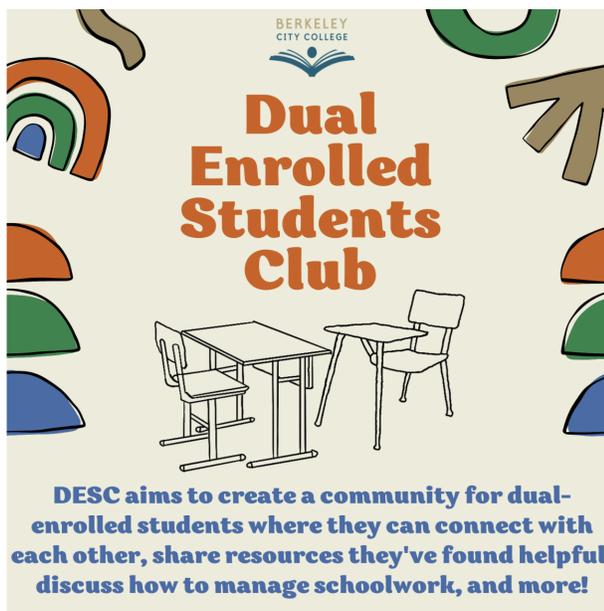
Campus Fees

There are no campus fees for dual enrolled students at BCC.

Student Life

Dual Enrolled Students Club at BCC

The **Dual Enrolled Students Club (DESC)** was founded in Fall of 2022 as a club for high school students who are taking, or want to take classes, at BCC. DESC aims to create a community for dual enrolled students to connect with each other, share resources they've found helpful, discuss how to manage schoolwork, and overall provide support with the processes of dual enrollment. Currently, in addition to holding regular meetings every other week, the club is working on planning out events for the spring semester; such as promotion of summer classes and study jams at BCC.



For more information, contact dualenrolledstudentsclub@gmail.com

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Associated Students of Berkeley City College (ASBCC)

The ASBCC is a 15-member council consisting of the President, Vice President of Administration, VP of Programs, VP of Public Relations, VP of Finance, Secretary, and nine senators. Additionally, there is a Judicial Council consisting of the Chief Justice and four supporting Justices.



The role of this organization is to empower student voices on campus through active participation in shared governance meetings. To learn how to participate, visit the [ASBCC webpage](#).

Campus Resources & Spaces

As a BCC student, you can access many campus resources. Suppose you are looking for tutoring, a comfortable place to study, general advice, and more. Check out our [campus map](#) to familiarize yourself with the following resources.

“ As a dual enrolled student at BCC you gain access to the same resources as a full-time student, which includes things like access to the BCC library, student support services, a free subscription to the New York Times, and more. Make use of the resources available to you!

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| CAMPUS RESOURCES & SPACES | LOCATION & CONTACT INFORMATION |
|---|--|
| <p>Adult Education and Dual Enrollment Counselor</p> | <p>Susan Truong struong@peralta.edu Campus Location: Room 124E</p> |
| <p>LEARNING SUPPORT RESOURCES 1- BCC Learning Resources Center (LRC) Free tutoring is offered on campus and virtually. Connect with our LRC for support with tutoring across a variety of subjects. Head to the LRC on the first floor to access tutoring and ask the reception staff.</p> | <p>Location: Room 112 - 1st floor, Ask the reception desk for help! Email Address: bcc-lrc@peralta.edu Phone Number: (510) 981-2971 Website: Learning Support Resources</p> |

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| <p>2- BCC Writing Center</p> <p>Our writing coaches support strengthening writing across all subjects.</p> | |
| <p>BCC Basic Needs Center</p> <p>The Basic Needs Center aims to provide services and resources to remove barriers and empower students to persist and thrive towards success. Students will be able to pick up free food and come to the center for basic needs resources.</p> | <p>Website: BCC Basic Needs Center Izzie Villanueva Email Address: ivillanueva@peralta.edu Phone Number: (510) 981-2951 Website: Basic Needs Center - Berkeley City College</p> |
| <p>BCC Counseling</p> <p>Our BCC counselors can support you with exploring courses and developing a student education plan (SEP) toward reaching your academic goals. To book an appointment with a counselor, head to the counseling office on the second floor or schedule an appointment online.</p> | <p>Location: 2nd Floor Email Address: counselingbcc@peralta.edu Phone Number: (510) 981-5036 Website: BCC Counseling Website</p> |
| <p>BCC Library</p> <p>In addition to being a great place to study, our BCC library team can support you with checking out books, making copies, and learning new tools for conducting research! The library also sponsors special events. Our BCC library is located on the first floor.</p> | <p>Location: Room 131 - 1st floor Website: BCC Library Website</p> |
| <p>BCC Society of Scholars (SoS) Learning Communities</p> <p>Society of Scholars offers essential support for students to ensure a smooth transition to college. Complete the Society of Scholars Interest Form to learn more.</p> | <p>Website: BCC Society of Scholars Webpage</p> |
| <p>BCC Student Lounge</p> <p>Hang out during your free time in the student lounge.</p> | <p>Location: 5th floor</p> |
| <p>BCC Student Accessibility Services (SAS)</p> <p>For accommodations, please visit our Student Accessibility</p> | <p>Location: 2nd Floor Email Address:</p> |

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| <p>Services (SAS) website. The mission of SAS is to provide accommodations and assistance to students with disabilities that facilitate achieving their educational goals. They are committed to ensuring that students receive equitable access to all programs and services.</p> | <p>SAS.BCC@peralta.edu Phone Number: (510) 981-2812</p> |
| <p>BCC Student Ambassador Program Have a question or need help in enrolling for a class? Ask an ambassador, in person or online. The Berkeley City College Student-Ambassador Program is made up of students who are selected from a varied pool of applicants to represent the college’s diverse community. Our focus is to support new and continuing students through the enrollment process into the Peralta Community College District system and provide educational outreach services to local high schools, middle schools, and community partners.</p> | <p>Email Address: bccambassadors@peralta.edu</p> <p>Location: BCC First Floor Kiosk</p> |
| <p>BCC Wellness Center Access mental health and medical services, peer support, a food pantry, and lots of information about available resources.</p> | <p>Website: BCC Wellness Center Webpage Location: 2000 Center Street, Suite 100 next to K’s Coffee Shop</p> |
| <p>BCC Bookstore Students can purchase course materials and other items through our BCC Bookstore, online or in-person.</p> | <p>Location: BCC 5th Floor</p> <p>Website: BCC Bookstore</p> |

“ Don’t hesitate to contact your professor, or go to their office hours, whenever you need any help in class. They’re there to answer any questions you may have, whether they’re about homework, grading, how to approach an assignment, etc.

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Program Policies

Dropping Courses

If you are experiencing challenges that will impact your ability to pass/complete the course, you can withdraw from the course before the drop deadline (also referred to as the census date). Check the [drop deadline](#) and consult with your instructor.

You are responsible for dropping your courses. Your official college transcript will list courses dropped after the course withdrawal deadline. We encourage you to meet with a counselor before the deadline to discuss your options and receive support in dropping a course. Students can drop classes by logging into their [Peralta Campus Solutions account](#) or speaking with BCC's Admissions and Records Office. Although "W" grades will appear on your Peralta transcript, they do not affect GPA calculation.

Grades

The grade(s) you earn in your BCC class(es) will become part of your official college academic record. This permanent record can impact your future financial aid and transfer eligibility. View course grade(s) by logging into your [Peralta student account](#).

Pre-Requisite Requirements

A prerequisite is a body of knowledge or skills required for success in a course. It is a condition of enrollment that a student must meet before enrollment in a particular class.

If a class has a prerequisite requirement, the student should meet with a BCC counselor to consult on whether they meet it. The counselor will provide more information on the next steps and support with clearing the prerequisite if the student is eligible. Depending on the course, students may satisfy the prerequisite requirement by completing an assessment or submitting transcripts from their high school.

Maximum Units

For dual enrolled students taking classes at BCC the summer max is 9 units. During fall and spring semesters, it is 11 units.

For dual enrolled students taking DE classes at their high school, the max in summer is 9 units. During fall and spring semesters, it is 15 units (4 courses).

Please note that we encourage you to meet with your high school counselor or a BCC counselor to consult if you request to take more than one course at a time. Some high schools may only allow students to enroll in one BCC course per semester.

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Restricted Courses

Students may enroll in most college-level courses if they meet the necessary prerequisites (indicated in the class schedule).

Rules & Regulations

All students are responsible for complying with the [rules and regulations](#) of the college published in the college catalog and schedule of classes.



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Frequently Asked Questions

General FAQ

| QUESTION | ANSWER |
|---|---|
| What is dual enrollment? | Dual enrollment is a unique opportunity for high school students to get a head start on earning college credits while also earning high school credits at the same time. |
| How much does taking classes as a high school student cost? | Free! All enrollment fees are free for high school students up to the maximum units you are allotted to take per semester! See the Maximum Units section to learn more. |
| What are the benefits of participating in dual enrollment? | <ul style="list-style-type: none"> ★ Accelerate preparation for & ease the transition to college ★ Get ahead on college credits and knock out UC and CSU general education requirements. ★ Earn HS Credits AND College Units ★ Work towards completing a BCC certificate, BCC degree, and transfer requirements! ★ Choose from various courses to meet high school graduation and general education requirements, such as taking ASL to fulfill a language requirement ★ Learn what classes to take for career pathways and be part of an academic and career community (ACC) |

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FAQ for High School Students - Before Getting Registered

| QUESTION | ANSWER |
|---|--|
| How can I participate in dual enrollment? | Review this handbook's Dual Enrollment at BCC section to explore your options. |
| How do I apply to Berkeley City College? | Review this handbook's section titles Participate as a special admit BCC student for a step-by-step guide. |
| When should I apply and enroll? | For summer and fall semesters, you can register in May and for spring semester, you can register in December. This calendar lists all dates that are relevant to Peralta students. |
| I completed my BCC application and never received an email confirmation with my Peralta student ID. What should I do? | Please contact our Enrollment Office at gpendleton@peralta.edu Campus Location: 1st Floor |
| How do I know which class would be a good fit? | Although high school students can choose from various courses offered at BCC, we recommend meeting with your high school counselor to find a class that suits your needs. |
| How will I know if I get credit at my high school? | If you Participate at your high school , credit will automatically be awarded on your high school transcript. |
| Will the courses I take go on my college transcript? | Yes, all courses you take will go onto your college transcript. |
| How many courses can I enroll in per semester? | Refer to the Maximum Units section of this handbook for detailed information. |

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FAQ for High School Students - After Getting Registered

| QUESTION | ANSWER |
|--|---|
| What do I do once I've been registered for a course? | Once you've received confirmation that you have been registered, begin familiarizing yourself with your Peralta student accounts and purchase any textbooks or course materials. |
| How do I log into Canvas? | Check out the Peralta Student Accounts support guide for step-by-step instructions. If you need help, reach out to a student ambassador. |
| How do I log into my student email? | Check out the Peralta Student Accounts support guide for step-by-step instructions. If you need help, reach out to a student ambassador. |
| What BCC campus resources can I access to help me excel in my BCC courses? | Review the Campus Resources & Spaces section of this handbook for a list. |
| What places are on BCC's campus where I can study and finish my work? | Many of our students like to work on their homework in the BCC Library (1st floor), LRC (1st floor), and Student Lounge (5th floor). |
| How can I view my courses? | Log into your Campus Solutions Account to view your class schedule, including locations, dates, and times. Check out the Peralta Student Accounts support guide for step-by-step instructions. |
| How can I drop courses? | Review BCC's webpage for dropping dates and instructions . |
| I am a graduating senior and | For all incoming students transitioning out of high school, |

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| want to continue taking BCC classes. Who can help me with figuring out what the next steps are? | we encourage you to join one of our BCC Society of Scholars learning communities . |
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FAQ for Parent/Guardians

| QUESTION | ANSWER |
|---|---|
| Can I contact the college regarding my child's academic needs? | Please review this handbook's Family Educational Rights and Privacy Act (FERPA) section for more information. |
| Can parents, guardians, and other family members enroll in courses too? | Absolutely! To learn more, make an appointment with a BCC counselor and check out our Adult Education program . |

Glossary of Terms And Phrases You Should Know

Associate in Arts (AA)/Associate in Science (AS) – BCC's graduation degrees usually require at least two years of full-time study and completion of 60-semester units, including major and GE courses. The requirements to complete the A.A. and A.S. degrees can be found in the college catalog's program and course description section and on BCC's website.

Associate Degree for Transfer (AD-T) – Obtaining an AD-T guarantees the student priority admission to a CSU in a similar upper-division program. Students who obtain this degree have a junior standing when transferring to a CSU.

Asynchronous Online – Asynchronous online courses have no required meeting times online or in person, and the meeting time will be listed as TBA (To be announced) in the schedule. Be sure to read the schedule notes carefully as some courses are blended modalities. Students are expected to follow asynchronous courses weekly in Canvas and complete all assignments and activities within the assigned deadlines. *Please see the definition of Synchronous below for the other modality offered.*

Career Education (CE) – An educational program specializing in skilled trades, applied sciences, modern technologies, and career preparation. At BCC, we offer a variety of certificates and

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degrees related to CE in high-demand industries such as Business Administration, Teacher Preparation Program, Human Services, Computer Science, Multimedia Arts, and Biotechnology.

Certificate of Achievement – Some programs include the opportunity to earn credentials – these are a great way to update your skills or break into a new career. Like a degree, a Certificate of Achievement is noted on your official transcript. They are a minimum of 16 units and often connect to an Associate degree.

Certificate of Proficiency: Some programs include the opportunity to earn credentials – these are a great way to update your skills or break into a new career. They are smaller unit certificates and are often part of a pathway.

College and Career Access Pathways (CCAP) law (also known as AB288) – This law formalizes dual enrollment partnerships between colleges and K-12 institutions, emphasizing serving all students fairly.

Community College – A college that offers lower-division college credits, and awards associate degrees and career-related certificates.

Co-requisite – A course required to be taken during the same term with another.

Course Catalog – Published annually, the catalog includes a wealth of information about courses, campus resources, student services, program descriptions, degree requirements and college policies. You can review the catalog online.

Dual-Credit – Collaborative efforts between high schools and BCC through which high school students are permitted to enroll in college courses and are awarded college and high school credit for the same course.

Dual Enrollment – An opportunity that allows current high school students to take college courses with the permission of a designated school administrator and parent/guardian.

Dual Enrollment Student – A student simultaneously enrolled in high school and college.

Double Counting – A course that will fulfill two requirements: GE and major prerequisites.

Freshman – You are considered a freshman until you have completed 30 transferable units.

Full-Time Status – You are enrolled in at least 12 units in a given term.

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General Education (GE) or “Breadth” Requirements - A series of required courses in the primary academic areas, regardless of major, required of all students enrolled in college who are working toward a degree.

Grade-Point Average (GPA) - The grade-point average measures your performance in letter-graded courses.

Hybrid - These classes require both in-person meetings and online work and/or meetings.

Lower Division - The first and second years of study in a college program, which generally includes GE and major prerequisites.

Major - Courses required in the student’s main area of academic/career program interest area.

Part-time status - A student who is enrolled in 11 or fewer units.

Pathway - A comprehensive program that includes a specific course sequence that leads to a certificate of achievement or associate’s degree.

Placement Testing - The process of gathering information about the individual student, reflecting the student’s academic strengths and areas for improvement. Placement testing is offered at no charge at BCC.

Prerequisite - Previous background or course completions required for entry into another course. Prerequisites are listed in both the college catalog and class listing.

Proficiency - The ability to comprehend a subject at a specific level in such courses as a foreign language, math, or English.

Probation - A period of time during which a student who has done unsatisfactory work must improve academic achievement. A student may be on probation for either progress or academic reasons. Lack of improvement may lead to dismissal. See the college catalog for a specific policy.

Registration - Official process of enrolling in courses. Registration can be done online through the Peralta student account or in the Admissions Office.

Schedule of Classes - A list showing the range of subjects offered in a term. You can also see the days and times in the week at which particular subjects are taught; and locations where the classes are scheduled to meet.

Section Number - A number assigned to differentiate the same courses offered during a term.

Sophomore - You are considered a sophomore after you completed 45 transferable units.

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Synchronous Online – Synchronous courses refer to online classes that have a required virtual meeting time. For example, if your course says Monday from 2:00 – 3:00 PM, expect to meet virtually for that course during that designated time. Be sure to read the schedule notes carefully as some courses are blended modalities. Most BCC/Peralta professors use Zoom for synchronous online course meetings. The instructor will likely post the Zoom link for your course in Canvas and/or email it to your Peralta Student Email. *Please see the definition of Asynchronous above for the other modality offered.*

Transcript – A student’s academic record.

Transfer Pathway – The alignment of courses with transfer institutions that allows the student to earn optimal credit for university majors.

Unit – Sometimes used synonymously with “credit” in referring to the value earned in a course.

Upper Division – The junior and senior years of study in a college program. Community colleges do not offer upper-division courses.

Withdrawal or “W” – Dropping a course. The student must drop classes by the appropriate deadline to avoid non-passing marks on their transcripts. Upon withdrawing from a course, students will be assigned a “W.” Withdrawal grades do not affect your overall GPA.

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