



Dual Enrollment Practitioner Guide 3:

Reaching Students and Families: Conversations and Information Sessions

For the purposes of this guide, dual enrollment is an umbrella term that refers to students enrolled in high school and college at the same time, acknowledging that there are multiple kinds of dual enrollment opportunities for students in California. This guide shares tactics and talking points TK-12 educators and college practitioners can use to provide dual enrollment information to students and families.



PART A:

Communicating with Students and Families –

Conversation Guide



Who should use this guide: Individuals in roles who interface directly with students and families, and have the opportunity to hold one-on-one conversations regarding postsecondary planning with students.

How to use this guide: The guide below offers key elements to support individual or group conversations. The guide can be tailored for middle school, high school, and adult learners.

Why communicating with families and students is useful: Individualized conversations are an investment in a student's pathway to college and career, providing personalized support to a student and their family. Aligning dual enrollment with students' goals and answering students' questions will help them make informed decisions on their participation in dual enrollment.



Preparation

Before speaking with students and families, be aware of the following and have materials on hand:

- ▶ Type of dual enrollment partnership available to students*
- ▶ Timeline to enroll by quarter or semester
- ▶ Costs and fees, if any
- ▶ Informational flyers and frequently asked question handouts
- ▶ College course list and asynchronous course availability
- ▶ District guidance for high school graduation requirements and A-G requirements
- ▶ Certificate/degree information, such as transferability to CSU/UC/private colleges and course applicability to community college pathways
- ▶ Prepare enrollment forms (ex. special admit form, AB 30 form, etc.)
- ▶ Community college application and enrollment instructions
- ▶ Contact information for dual enrollment lead and other support

*Note whether the partnership is a College and Career Access Pathways (CCAP) partnership or non-CCAP Memorandum of Understanding (MOU) or other. Each type has implications for participation, cost, and data that will be important to note to a student.





Conversation Guide

Notes & Next Steps

Ground the Conversation

- ▶ What do you know about dual enrollment already?

Investigate

- ▶ What are some academic and career paths you want to explore?
- ▶ Let's review the dual enrollment courses and programs available, and where and when these courses are offered. Consider your schedule and responsibilities.
- ▶ What courses can you take or have you taken to prepare for college courses you're interested in?

Inform the Student and Family

- ▶ Dual enrollment is a great opportunity for students to get a jumpstart on college courses. Some [benefits of dual enrollment](#) can include saving money on college courses, getting ahead on credits toward a certificate or degree, and being a more competitive university applicant.
- ▶ Taking a college course in high school offers you a chance to get a feel for college and begin to see yourself as a college student.
- ▶ Our school offers college courses in partnership with **colleges**

to students. Courses are available **on our high school campus, the college campus, online.**

- ▶ Depending on the college course you take, you may earn credits toward high school graduation requirements and A-G progress. **Share correct information based on the district and college partnership, including whether college credits will be honored for high school credits, if passing the course fulfills A-G subject area or elective area requirements, and if the college course will add an extra GPA point to the high school transcript. Otherwise, share if the course will not be honored for high school credits but will still earn the student college credits.**
- ▶ It's important to know that the grades you receive in dual enrollment courses count toward a college GPA and become a part of your permanent college transcript. Grades and units earned can impact financial aid eligibility, so it's important to maintain passing grades that meet satisfactory academic progress. Continue to work with a counselor to monitor units earned and ensure progress toward a pathway, certificate, or degree.

Discuss

Notes & Next Steps

- ▶ Our school offers these courses for free, meaning you don't pay for tuition, fees, textbooks, or services. **If not CCAP or no-cost non-CCAP, note costs to students and financial aid; ask about concerns.**
- ▶ While dual enrollment can help you explore areas of interest, it's also important to be intentional with your selections. These classes affect your college transcript and financial aid eligibility, so it's crucial to choose ones that fulfill general education requirements, support a degree pathway, or lead to a certificate.
- ▶ How college credits earned apply or transfer will depend on the type of institution you plan to attend. In your senior year, you'll likely need to access your college transcripts. **Share school/community college process for obtaining college transcripts.**
- ▶ College can be challenging, but there is support available to you as a college student. **Share support offerings and centers students can access.**
- ▶ What factors are you keeping in mind about your academics and extracurricular activities?
- ▶ What questions are coming up for you?

Enroll

- ▶ In our district, some of the requirements to take a dual enrollment class include: **requirements (grade level, signatures of parents/guardians, administrators).**
- ▶ The timeline to enroll in college courses usually happens in the prior semester. If you're interested in a course next semester, **timeline**

The steps to enroll in a course include **review steps to enroll**

- ▶ Discuss our conversation with your family.



PART B:

Communicating with Students and Families –

Information Session Agenda



Who should use this guide: Individuals in roles who interface directly with students and families, or roles with a high-level understanding of the school site, dual enrollment partnership, or early college opportunities.

How to use this guide: The agenda below offers key elements to facilitate an information session about dual enrollment. The agenda can be used for presentations across grade levels, including middle and high school students and their families.

Why information sessions are useful: Building awareness of dual enrollment allows students and their families to have information on opportunities available to them. Reviewing frequently asked questions and responding to concerns will help students and families make an informed decision on participation in dual enrollment.



Information Session Facilitator Agenda

Preparation

Speakers:

- ▶ School or district dual enrollment lead or head counselor, and
- ▶ College dual enrollment coordinator or early college counselor, and
- ▶ Dual enrollment student speaker(s) for student perspective

Materials:

- ▶ Dual enrollment FAQ and partnership flyer
- ▶ Course list and pathway options available
- ▶ High school graduation requirements, A-G requirements, and transferability
- ▶ Enrollment form (ex. special admit form, AB 30 form, etc.)
- ▶ Process to enroll, including list of key dates and deadlines

Tips:

- ▶ Representation from both the school and college partnership will support answering questions
- ▶ A dual enrollment student speaker will provide insight into the experience
- ▶ Support caregivers to understand the responsibility and schedule considerations for their student
- ▶ Make all flyers and forms available to attendees
- ▶ Know what type of dual enrollment partnership the school offers to ensure clear answers to questions regarding fees and course locations

American School Counselor Association (ASCA) Standards:

- ▶ Behavior – Self-Management Skills 5: Perseverance to achieve long- and short-term goals
- ▶ Behavior – Learning Strategy 7: Long- and short-term academic, career and social/emotional goals

Sample Agenda

Time	Item	Talking Points
5 min	Welcome Objectives: <ul style="list-style-type: none"> ▶ Introduce speakers ▶ Understand who is in the room 	<ul style="list-style-type: none"> ▶ Speaker introductions ▶ Agenda overview
5 min	Describe dual enrollment Objectives: <ul style="list-style-type: none"> ▶ Build understanding of dual enrollment ▶ Share the benefits and potential consequences of dual enrollment 	<ul style="list-style-type: none"> ▶ Dual enrollment is a great opportunity for high school students to take college courses. Benefits can include saving money on college courses, getting ahead on credits toward a certificate or degree, and being a more competitive university applicant. ▶ Taking a college course in high school offers you a chance to get a feel for college and begin to see yourself as a college student. ▶ It's important to know that the grades you receive in dual enrollment courses count toward a college GPA, reflect on a college transcript, and impact financial aid. ▶ Incorporate the student speaker to share what they have enjoyed about taking dual enrollment.
10 min	The dual enrollment partnership Objectives: <ul style="list-style-type: none"> ▶ Describe how x school and x college partner ▶ Provide information about the opportunities available to students in the room 	<ul style="list-style-type: none"> ▶ The school offers college courses in partnership with [colleges] to [grade levels] students. ▶ Share cost information. If not CCAP or no-cost non-CCAP, note costs to students, such as textbook, transportation, and/or other fees. If CCAP, note that courses are offered to students for free. ▶ Share information about the partnership between the school and college, including courses offered, who instructs the courses, where courses occur and transportation options, and who the primary points of contact will be during the enrollment process and while taking the course.
10 min	The student experience Objectives: <ul style="list-style-type: none"> ▶ Discuss support available to students ▶ Provide additional information about how dual enrollment courses will impact students 	<ul style="list-style-type: none"> ▶ Share support offerings and centers students can access. ▶ While taking dual enrollment can help students explore fields of interest, it is also important to take courses that contribute to general education, meet major requirements or count toward a certificate or degree. These courses impact college transcript and financial aid: reiterate potential consequences of impact on units for future transcript and financial aid standing if student withdraws, receives D or F grade, or takes too many courses. ▶ How college credits earned apply or transfer will depend on the type of institution you plan to attend. In your senior year, you'll likely need to access your college transcripts. Share process for obtaining college transcripts. ▶ Incorporate the student speaker to share about their overall experience, including challenges, benefits, and learnings.

Time	Item	Talking Points
10 min	Enrollment Objectives: <ul style="list-style-type: none"> ▶ Share requirements and suggestions prior to enrollment ▶ Provide important information, deadlines, and contacts 	<ul style="list-style-type: none"> ▶ Students should keep academic, extracurricular, and other responsibilities in mind as they consider how dual enrollment fits into their schedule. ▶ Students should consider their academic and career interests, subjects they enjoy or would like to explore, and classes they have already taken or could take in preparation for a college course. ▶ In our district, some of the requirements to take a dual enrollment class include: requirements (grade level, signatures of parents/guardians, administrators). ▶ The timeline to enroll in college courses usually happens in the prior semester. If you're interested in a course next semester, [timeline]. The steps to enroll in a course include [review steps to enroll]. ▶ If you have additional questions, speak with a counselor. ▶ Incorporate the student speaker to share about how they enrolled in courses.
10 min	Question and Answer Objectives: <ul style="list-style-type: none"> ▶ Provide time for student and family questions ▶ Clarify information presented and next steps 	<ul style="list-style-type: none"> ▶ Time for general Q&A to school representative, college representative, and student speaker ▶ Consider prompting the student speaker with the following questions, if needed: <ul style="list-style-type: none"> • <i>Which dual enrollment classes have you taken, and what was your experience in the course(s)?</i> • <i>What was the process to apply and enroll like?</i> • <i>What support was available to you from the school? What support was available to you from the college?</i> • <i>What advice would you give to students interested in dual enrollment?</i>



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