admin, cte, course catalog

Dual Enrollment Courses: For Academic and CTE Courses

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Setting Up Dual Enrollment College Courses for academic courses in the Course Catalog:

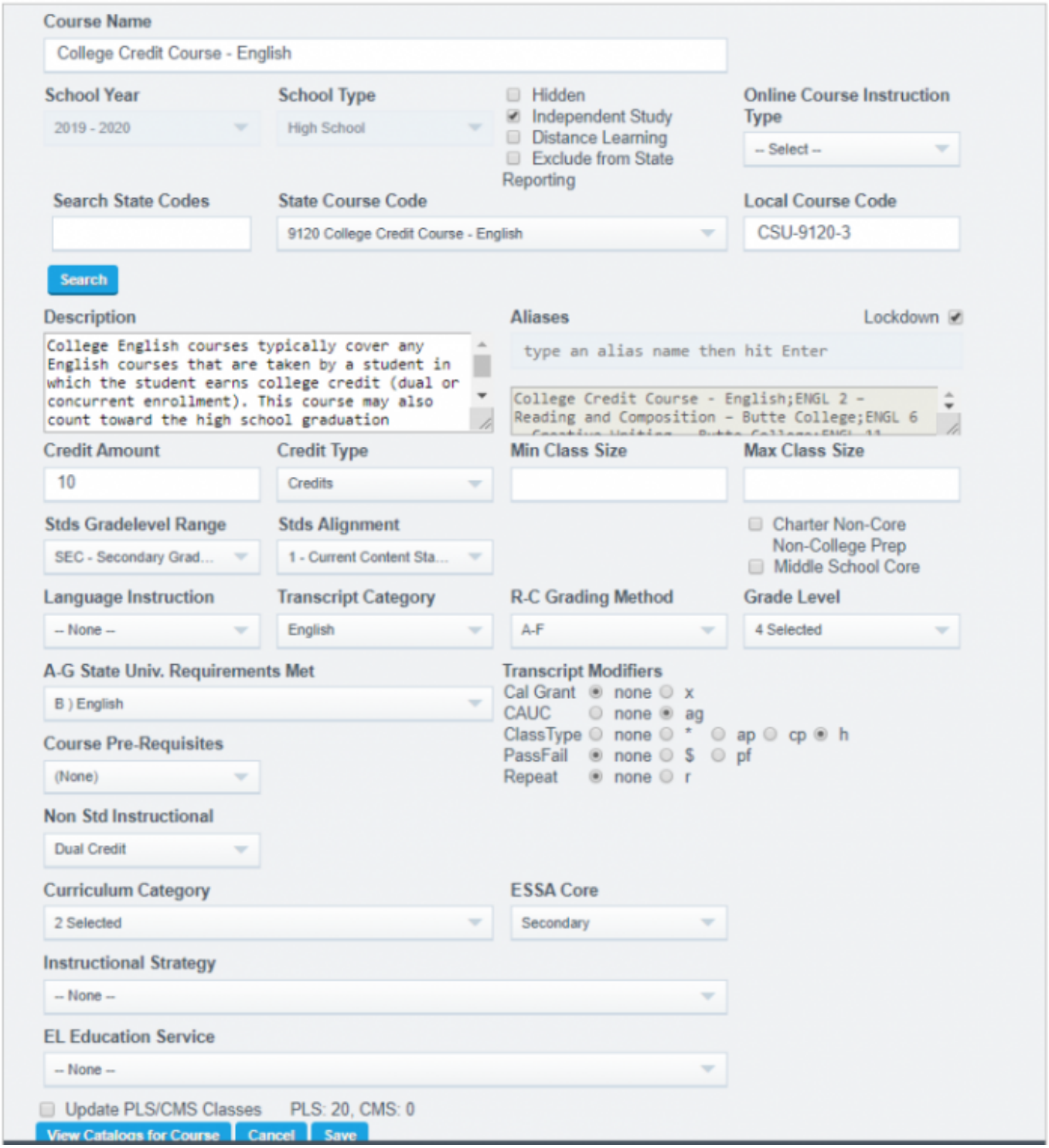
- Use an acronym or a short description of the specific College in the course name.
- List the exact name of College Course as listed in the College Course Catalog.
- Be sure to **ONLY USE** one of the **CALPADS COURSE CODES for Dual Enrollment courses** (see FAQs at the end of this manual)

Admin Reports Schools Teachers Portal Help

Name	Year	School Type	District Set	Local Code	State Code	Credits	CTE Pathway	Transcript Category	Non-Std Instruction
College Credit Course - English	2019 - 2020	High School	No	CSU-9120-3	9120	10.00	None	English	Dual Credit
College Credit Course - English	2019 - 2020	High School	No	CSU-9120-4	9120	13.50	None	English	Dual Credit
College Credit Course - English Elective	2019 - 2020	High School	No	CSU-91203E	9120	10.00	None	Electives	Dual Credit
College Credit Course - Government	2019 - 2020	High School	No	CSU-920C-3	9200	10.00	None	Government	Dual Credit
College Credit Course - Hist/Social Science Elective	2019 - 2020	High School	No	CSU-920E-3	9200	10.00	None	Electives	Dual Credit
College Credit Course - Hist/Social Science Elective	2019 - 2020	High School	No	CSU-920E-1	9200	3.50	None	Electives	Dual Credit

In the **Edit Course** area of the Course Catalog:

- Always **choose a Dual Enrollment College Course code** for any dual-enrollment Course. (CTE Dual-Enrollment courses will be covered later in the manual.)
- Consider copying/pasting the Description of the College Course **as it shows in the specific College Catalog**.
- In the **Non Std Instructional Level** field, be sure to **pick College Credit** from the drop-down.
- Remember to **SAVE** changes.



Dual-Enrollment CTE College Courses:

The process for CTE Dual Enrollment is DIFFERENT than the process for academic courses:

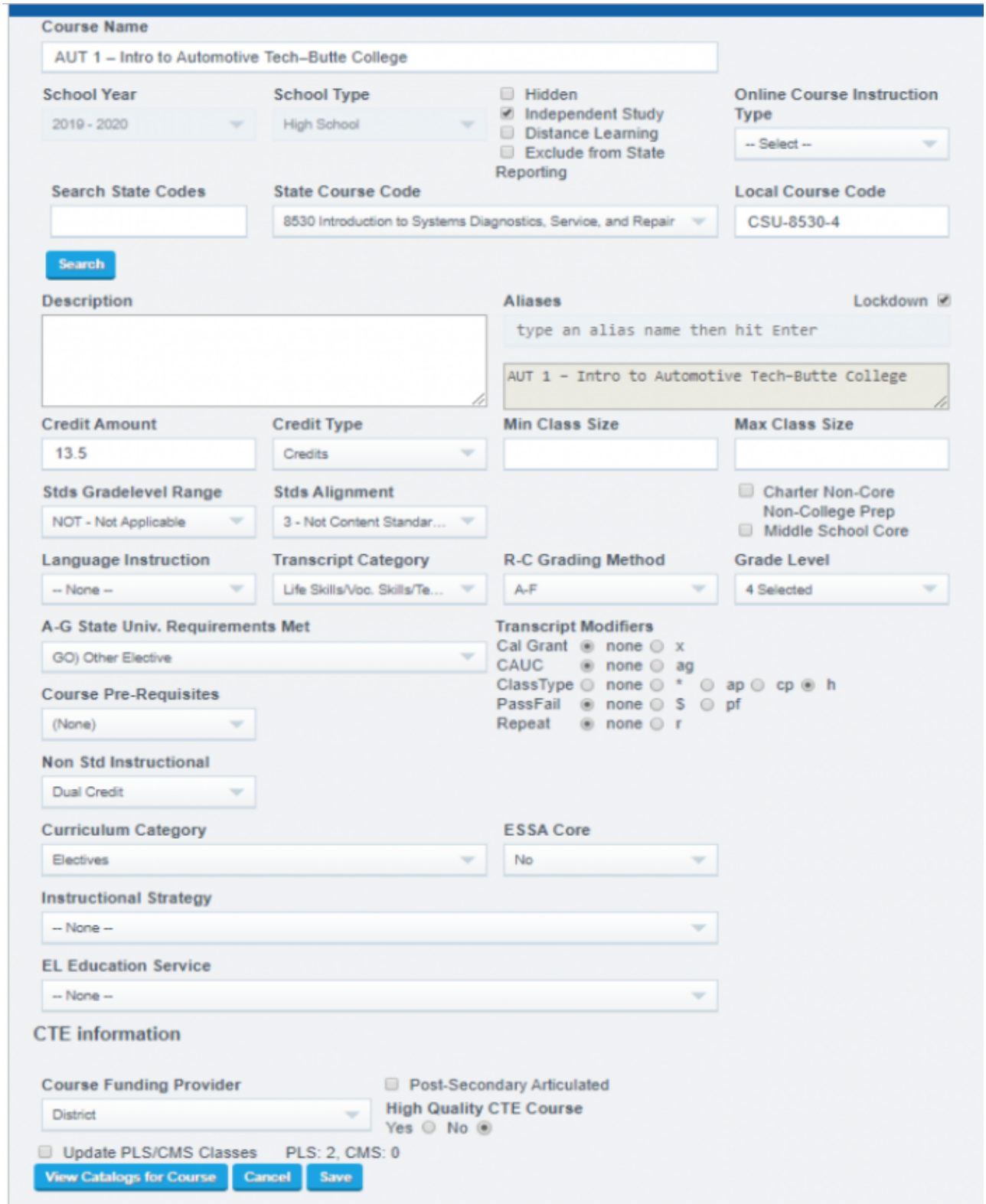
- Use an acronym or a short description of the specific College in the course name.
- **List the exact name of College Course as listed in the college course catalog**.
- Be sure to **use the appropriate CALPADS COURSE CODE for CTE courses (4000-5999)**. In the example below notice that the CALPADS code 5845 – for Criminal law – is used. (Notice you

are not using any of the dual-enrollment academic codes here.)

Admin Reports Schools Teachers Portal Help

Name	Year	School Type	District Set	Local Code	State Code	Credits	Transcript Category	Non-Std Instruction	A-G Cod
AJ 1 - Criminology - Butte College	2019 - 2020	High School	No	CSU-8411-3	8411	10.00	Life Skills/Voc. Skills/Technology	Dual Credit	GO
AJ 2-Administration of Justice-Butte College	2019 - 2020	High School	No	CSU-8412-3	8412	10.00	Life Skills/Voc. Skills/Technology	Dual Credit	GO
ALH 104 – Medical Terminology – Butte College	2019 - 2020	High School	No	CNT-7921-3	7921	10.00	Life Skills/Voc. Skills/Technology	Dual Credit	
AUT 1 – Intro to Automotive Tech–Butte College	2019 - 2020	High School	No	CSU-8530-4	8530	13.50	Life Skills/Voc. Skills/Technology	Dual Credit	GO
BUS 20 – Intro to Business – Butte College	2019 - 2020	High School	No	CSU-7400-3	7400	10.00	Life Skills/Voc. Skills/Technology	Dual Credit	GO
CSCI 20-Prog & Algorithms I - Butte College	2019 - 2020	High School	No	CSU-8131-3	8131	10.00	Life Skills/Voc. Skills/Technology	Dual Credit	GO
CSCI 21 – Program. & Algorithms II–Butte College	2019 - 2020	High School	No	CSU-8132-3	8132	10.00	Life Skills/Voc. Skills/Technology	Dual Credit	GO

- IMPORTANT: go in to the **Edit Course** area and choose **College Credit** from the **Non Std Instruction Level** drop-down.
- Remember: a college courses are **a-g**. Be sure and **choose** the appropriate **A-G State Univ. Requirement Met** designation.
- Also remember to **check the appropriate CTE Information** on the lower right-hand side of the page.
    - ***Any course that is part of a CTE Pathway needs to have the 154 box checked***.
- **SAVE** your changes.



FAQs

1. Question: What are the Dual Enrollments College Course codes we should be using for Academic Courses (as opposed to CTE Dual Enrollment courses)?

Answer: Below are the 7 Dual Enrollment Course codes from CALPADS for Academic courses.

Dual Enrollment College Course Codes

From CALPADS Code Set Version 8.5 as of May 9, 2017

Code Set Name	Coded Value	Name	Definition
Course Group State	**2190**	Dual Enrollment College Course - **English Language Arts**	A college English language arts course taken by a student in which the student earns college credit. This course may also count toward the high school graduation requirements (i.e., the student receives both college credit and high school credit). This is not an Advanced Placement (AP) or International Baccalaureate (IB) course (AP and IB courses have their own Course Group State Codes).
Course Group State	**2290**	Dual Enrollment College Course - **Foreign Languages**	A college foreign language course taken by a student in which the student earns college credit. This course may also count toward the high school graduation requirements (i.e., the student receives both college credit and high school credit). This is not an Advanced Placement (AP) or International Baccalaureate (IB) course (AP and IB courses have their own Course Group State Codes).
Course Group State	**2490**	Dual Enrollment College Course - **Mathematics**	A college mathematics course taken by a student in which the student earns college credit. This course may also count toward the high school graduation requirements (i.e., the student receives both college credit and high school credit). This is not an Advanced Placement (AP) or International Baccalaureate (IB) course (AP and IB courses have their own Course Group State Codes).
Course Group State	**2690**	Dual Enrollment College Course - **Science**	A college science course taken by a student in which the student earns college credit. This course may also count toward the high school graduation requirements (i.e., the student receives both college credit and high school credit). This is not an Advanced Placement (AP) or International Baccalaureate (IB) course (AP and IB courses have their own Course Group State Codes).
Course Group State	**2790**	Dual Enrollment College Course - **History/Social Science**	A college history/social science course taken by a student in which the student earns college credit. This course may also count toward the high school graduation requirements (i.e., the student receives both college credit and high school credit). This is not an Advanced Placement (AP) or International Baccalaureate (IB) course (AP and IB courses have their own Course Group State Codes).
Course Group State	**2890**	Dual Enrollment College Course - **Visual or Performing Arts**	A college visual or performing arts course taken by a student in which the student earns college credit. This course may also count toward the high school graduation requirements (i.e., the student receives both college credit and high school credit). This is not an Advanced Placement (AP) or International Baccalaureate (IB) course (AP and IB courses have their own Course Group State Codes).

Code Set Name	Coded Value	Name	Definition
Course Group State	**6090**	Dual Enrollment College Course - **Other**	A college course in any other content area taken by a student in which the student earns college credit. This course may also count toward the high school graduation requirements (i.e., the student receives both college credit and high school credit). This is not an Advanced Placement (AP) or International Baccalaureate (IB) course (AP and IB courses have their own Course Group State Codes).

2. **Question:** You suggested that we use the College Course Description in the Description area of the course Edit page. Can you give an example?
Answer: Examples of qualifying Dual-Credit Courses below:

FRC CHEM 102 - GENERAL CHEMISTRY I
4 LEC; 3 LAB, 5 UNITS CSU (B1, B3), UC (S), IGETC (5A, 5C) This is the first semester of a one-year course in chemistry intended for majors in the natural sciences (chemistry, biochemistry, biology, physics, pre-medicine), mathematics, and engineering. Prerequisite: MATH 018 or the equivalent. *(Note: could be marked as honors)*

Lassen CC – CHEM 45 – Introduction to Chemistry
4.0 units CSU/UC (unit limitation) General Education Area A CSU GE Areas B1 & B3 IGETC Area 5A & 5C C-ID CHEM 101 Prerequisite: One year of high school algebra, or MATH 103 or equivalent placement through the assessment process. 51 hours lecture/51 hours lab An introduction to chemistry, principally inorganic. Emphasis is on basic concepts and skills. This course is for students with no prior chemistry and is intended a preparation for major's in chemistry, allied health, and general education. *(Note: could be marked as honors)*

Lassen CC – MATH 103 – Elementary Algebra
4.0 units Prerequisite: MATH 102 Basic College Mathematics or equivalent placement through the assessment process. 51 hours lecture/51 hours lab Introduction to algebra of real numbers; algebraic expressions, linear equations, exponents, polynomials, factoring, rational expressions and equations, graphing, inequalities, systems of equations, roots and radicals, quadratic equations, and applications. This course has been approved for online *(Note: CAN NOT BE MARKED AS HONORS)*