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# Dual Enrollment Courses Made Easy For Academic and CTE Courses

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## Academic College Credit Codes as of 2019

Code	Name	Definition
9020	Visual Arts	College visual arts courses typically cover a variety of visual arts courses that are taken by a student in which the student earns college credit (dual or concurrent enrollment). This course may also count toward the high school graduation requirements (i.e., the student receives both college credit and high school credit). <i>This is not an Advanced Placement (AP) or International Baccalaureate (IB) course (AP and IB courses have their own Course Group State Codes)</i>
9082	Dance	College visual arts courses typically cover a variety of visual arts courses that are taken by a student in which the student earns college credit (dual or concurrent enrollment). This course may also count toward the high school graduation requirements (i.e., the student receives both college credit and high school credit). <i>This is not an Advanced Placement (AP) or International Baccalaureate (IB) course (AP and IB courses have their own Course Group State Codes)</i>
9096	Theatre	College theatre courses typically cover any theatre courses that are taken by a student in which the student earns college credit (dual or concurrent enrollment). This course may also count toward the high school graduation requirements (i.e., the student receives both college credit and high school credit). <i>This is not an Advanced Placement (AP) or International Baccalaureate (IB) course (AP and IB courses have their own Course Group State Codes).</i>
9120	English	College theatre courses typically cover any theatre courses that are taken by a student in which the student earns college credit (dual or concurrent enrollment). This course may also count toward the high school graduation requirements (i.e., the student receives both college credit and high school credit). <i>This is not an Advanced Placement (AP) or International Baccalaureate (IB) course (AP and IB courses have their own Course Group State Codes).</i>
9154	World Languages	College world language courses typically cover any world language courses that are taken by a student in which the student earns college credit (dual or concurrent enrollment). This course may also count toward the high school graduation requirements (i.e., the student receives both college credit and high school credit). <i>This is not an Advanced Placement (AP) or International Baccalaureate (IB) course (AP and IB courses have their own Course Group State Codes).</i>



	Code	Name	Definition
	9200	History/Social Science	College history/social science courses typically cover any history/social science courses that are taken by a student in which the student earns college credit (dual or concurrent enrollment). This course may also count toward the high school graduation requirements (i.e., the student receives both college credit and high school credit). <i>This is not an Advanced Placement (AP) or International Baccalaureate (IB) course (AP and IB courses have their own Course Group State Codes).</i>
	9227	Other	Other college credit courses typically cover any other interdisciplinary academic courses that are taken by a student in which the student earns college credit (dual or concurrent enrollment). This course may also count toward the high school graduation requirements (i.e., the student receives both college credit and high school credit). <i>This is not an Advanced Placement (AP) or International Baccalaureate (IB) course (AP and IB courses have their own Course Group State Codes).</i>
	9273	Mathematics	College mathematics courses typically cover any mathematics courses that are taken by a student in which the student earns college credit (dual or concurrent enrollment). This course may also count toward the high school graduation requirements (i.e., the student receives both college credit and high school credit). <i>This is not an Advanced Placement (AP) or International Baccalaureate (IB) course (AP and IB courses have their own Course Group State Codes).</i>
	9303	Music	College music courses typically cover any music courses that are taken by a student in which the student earns college credit (dual or concurrent enrollment). This course may also count toward the high school graduation requirements (i.e., the student receives both college credit and high school credit). <i>This is not an Advanced Placement (AP) or International Baccalaureate (IB) course (AP and IB courses have their own Course Group State Codes).</i>
	9358	Science	College science courses typically cover any science courses that are taken by a student in which the student earns college credit (dual or concurrent enrollment). This course may also count toward the high school graduation requirements (i.e., the student receives both college credit and high school credit). <i>This is not an Advanced Placement (AP) or International Baccalaureate (IB) course (AP and IB courses have their own Course Group State Codes).</i>

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

**Suggestions for noting Dual-Enrollment College Courses in your Course Catalog** to make it easy to find the Dual-Enrollment Courses you are supporting:

- Set up each of the categories in the list above in the following manner:

- **CC English Language Arts**
- **CC Mathematics**
- **CC Foreign Language, etc.**

Depending on how your Transcript Requirements are established, you may need to support a couple of extra choices when it comes to Science and Social Studies:

- **CC Life Science**
- **CC Physical Science**
- **CC World History**
- **CC US History**
- **CC Economics, etc.**

Admin	Reports	Schools	Teachers	Portal	Help						
<input type="checkbox"/> Name		Year	School Type	District Set	Local Code	State Code	Credits	CTE <sup>1</sup> Pathway	Transcript Category	Non-Std Instruction	
<input type="checkbox"/> College Credit Course - English📖		2019 - 2020	High School	No	CSU-9120-3	9120	10.00	None	English	Dual Credit	
<input type="checkbox"/> College Credit Course - English📖		2019 - 2020	High School	No	CSU-9120-4	9120	13.50	None	English	Dual Credit	
<input type="checkbox"/> College Credit Course - English Elective📖		2019 - 2020	High School	No	CSU-91203E	9120	10.00	None	Electives	Dual Credit	
<input type="checkbox"/> College Credit Course - Government📖		2019 - 2020	High School	No	CSU-920C-3	9200	10.00	None	Government	Dual Credit	
<input type="checkbox"/> College Credit Course - Hist/Social Science Elective📖		2019 - 2020	High School	No	CSU-920E-3	9200	10.00	None	Electives	Dual Credit	
<input type="checkbox"/> College Credit Course - Hist/Social Science Elective📖		2019 - 2020	High School	No	CSU-920E-1	9200	3.50	None	Electives	Dual Credit	

For each **“CC Course”** you establish, fill in the information needed in the **“Edit Course”** column to support each choice

- **Important:** DO NOT “lock” the course as you will be adding Course Aliases for each specific Community Course any student may take. The Alias is the name that will appear on the Student's Transcript
- **Note:** Do Not check the boxes for Independent Study and/or Distance Learning for dual-enrollment College Courses

<b>Course Name</b> College Credit Course - English			
<b>School Year</b> 2019 - 2020	<b>School Type</b> High School	<input type="checkbox"/> Hidden <input checked="" type="checkbox"/> Independent Study <input type="checkbox"/> Distance Learning <input type="checkbox"/> Exclude from State Reporting	<b>Online Course Instruction Type</b> -- Select --
<b>Search State Codes</b> <input type="text"/>	<b>State Course Code</b> 9120 College Credit Course - English	<b>Local Course Code</b> CSU-9120-3	
<input type="button" value="Search"/>			
<b>Description</b> College English courses typically cover any English courses that are taken by a student in which the student earns college credit (dual or concurrent enrollment). This course may also count toward the high school graduation		<b>Aliases</b> type an alias name then hit Enter College Credit Course - English;ENGL 2 - Reading and Composition - Butte College;ENGL 6	<input checked="" type="checkbox"/> Lockdown
<b>Credit Amount</b> 10	<b>Credit Type</b> Credits	<b>Min Class Size</b> <input type="text"/>	<b>Max Class Size</b> <input type="text"/>
<b>Stds Gradelevel Range</b> SEC - Secondary Grad...	<b>Stds Alignment</b> 1 - Current Content Sta...	<input type="checkbox"/> Charter Non-Core <input type="checkbox"/> Non-College Prep <input type="checkbox"/> Middle School Core	
<b>Language Instruction</b> -- None --	<b>Transcript Category</b> English	<b>R-C Grading Method</b> A-F	<b>Grade Level</b> 4 Selected
<b>A-G State Univ. Requirements Met</b> B ) English		<b>Transcript Modifiers</b> Cal Grant <input checked="" type="radio"/> none <input type="radio"/> x CAUC <input type="radio"/> none <input checked="" type="radio"/> ag ClassType <input type="radio"/> none <input type="radio"/> * <input type="radio"/> ap <input type="radio"/> cp <input checked="" type="radio"/> h PassFail <input checked="" type="radio"/> none <input type="radio"/> \$ <input type="radio"/> pf Repeat <input checked="" type="radio"/> none <input type="radio"/> r	
<b>Course Pre-Requisites</b> (None)			
<b>Non Std Instructional</b> Dual Credit			
<b>Curriculum Category</b> 2 Selected		<b>ESSA Core</b> Secondary	
<b>Instructional Strategy</b> -- None --			
<b>EL Education Service</b> -- None --			
<input type="checkbox"/> Update PLS/CMS Classes PLS: 20, CMS: 0			
<input type="button" value="View Catalogs for Course"/> <input type="button" value="Cancel"/> <input type="button" value="Save"/>			

## Dual-Enrollment CTE College Courses:

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

- In the **Course Catalog**, support a course title for a specific College course.
- Be sure to **use a CALPADS COURSE CODE for CTE Courses (7000-8999)**. In the example below notice that the CALPADS code 8411 - for Criminal Law - is used. (Notice you are using **regular CALPADS CTE Course codes** for these dual-enrollment courses).

- You **must** use the **Non-Standard Instructional Level** indicator to designate Dual-Enrollment for a **“College Credit”** course. Otherwise the course will not report as dual-enrollment to CALPADS!

Admin	Reports	Schools	Teachers	Portal	Help								
<input type="checkbox"/> Name				Year	School Type	District Set	Local Code	State Code	Credits	Transcript Category	Non-Std Instruction		A-G Code
<input type="checkbox"/> AJ 1 - Criminology - Butte College				2019 - 2020	High School	No	CSU-8411-3	8411	10.00	Life Skills/Voc. Skills/Technology	Dual Credit		GO
<input type="checkbox"/> 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
<input type="checkbox"/> ALH 104 – Medical Terminology – Butte College				2019 - 2020	High School	No	CNT-7921-3	7921	10.00	Life Skills/Voc. Skills/Technology	Dual Credit		
<input type="checkbox"/> 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
<input type="checkbox"/> 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
<input type="checkbox"/> 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
<input type="checkbox"/> 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

- Remember: many college courses are **a-g**. Be sure and **choose** the appropriate **A-G State Univ. Requirement Met designation** if this is the case.
- Also remember to **check the appropriate CTE Information** on the lower right-hand side of the page.
- SAVE your changes.**



<b>Course Name</b> AUT 1 – Intro to Automotive Tech–Butte College			
<b>School Year</b> 2019 - 2020	<b>School Type</b> High School	<input type="checkbox"/> Hidden <input checked="" type="checkbox"/> Independent Study <input type="checkbox"/> Distance Learning <input type="checkbox"/> Exclude from State Reporting	<b>Online Course Instruction Type</b> -- Select --
<b>Search State Codes</b> <input type="text"/>	<b>State Course Code</b> 8530 Introduction to Systems Diagnostics, Service, and Repair	<b>Local Course Code</b> CSU-8530-4	
<input type="button" value="Search"/>			
<b>Description</b> <div></div>		<b>Aliases</b> type an alias name then hit Enter <div>AUT 1 – Intro to Automotive Tech–Butte College</div>	<b>Lockdown</b> <input checked="" type="checkbox"/>
<b>Credit Amount</b> 13.5	<b>Credit Type</b> Credits	<b>Min Class Size</b> <input type="text"/>	<b>Max Class Size</b> <input type="text"/>
<b>Stds Gradelevel Range</b> NOT - Not Applicable	<b>Stds Alignment</b> 3 - Not Content Standar...	<input type="checkbox"/> Charter Non-Core <input type="checkbox"/> Non-College Prep <input type="checkbox"/> Middle School Core	
<b>Language Instruction</b> -- None --	<b>Transcript Category</b> Life Skills/Voc. Skills/Te...	<b>R-C Grading Method</b> A-F	<b>Grade Level</b> 4 Selected
<b>A-G State Univ. Requirements Met</b> GO) Other Elective		<b>Transcript Modifiers</b> Cal Grant <input checked="" type="radio"/> none <input type="radio"/> x CAUC <input checked="" type="radio"/> none <input type="radio"/> ag ClassType <input type="radio"/> none <input type="radio"/> * <input type="radio"/> ap <input type="radio"/> cp <input checked="" type="radio"/> h PassFail <input checked="" type="radio"/> none <input type="radio"/> S <input type="radio"/> pf Repeat <input checked="" type="radio"/> none <input type="radio"/> r	
<b>Course Pre-Requisites</b> (None)			
<b>Non Std Instructional</b> Dual Credit			
<b>Curriculum Category</b> Electives		<b>ESSA Core</b> No	
<b>Instructional Strategy</b> -- None --			
<b>EL Education Service</b> -- None --			
<b>CTE information</b>			
<b>Course Funding Provider</b> District		<input type="checkbox"/> Post-Secondary Articulated <b>High Quality CTE Course</b> Yes <input type="radio"/> No <input checked="" type="radio"/>	
<input type="checkbox"/> Update PLS/CMS Classes PLS: 2, CMS: 0			
<input type="button" value="View Catalogs for Course"/>		<input type="button" value="Cancel"/> <input type="button" value="Save"/>	

## FAQs

- Question: We have students who take Dual-Enrollment Courses during the summer. They give us their college-course transcript and we enter those directly into their Transcript in the PLSIS. How do we assure the school gets credit for those courses during EOY reporting?**

**Answer:** Unfortunately, the school will only get credit for those courses that the student takes during his/her regular school year and NOT for courses taken outside of the regular school year.

Only if the student has an active enrollment in the school at the same time he/she is taking a dual-enrollment course that will be reported in CALPADS EOY (End-of-Year Reporting) for the active school year will they receive dual-enrollment credit on the State Dashboards.

2. **Question: What is a Post-Secondary Articulated College Course?**

**Answer:** A Post-Secondary Articulated College Course is taught at the school by an instructor who has received the course syllabus from the college and who has permission from the college to teach a college course. The school actually completes articulation paperwork from the college and submits that paperwork for approval. After approval, the course then becomes a Articulated College Course and qualifies for Dual-Enrollment in CALPADS.

3. **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:** Here are some examples of College Courses descriptions that are typically available through online catalogs: \\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. **(School Pathways Note: Because credit in this course could be transferred to CSU/UC, this course is not only a-g but can also 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. **(School Pathways 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 **(School Pathways Note: CAN NOT BE MARKED AS HONORS)**

4. **Question: We are aware that schools grant additional credit for dual-enrollment courses. What is the recommended 'multiplier' for determining what that additional credit will be?**

**Answer:** There isn't a specific recommended multiplier. This is determined by the school and is supported via Board Policy. For example, the school may determine that if the student is taking a Chemistry Course in one semester at the Community College, the school will be giving that student 10 Credits - a full year's credit - to the student for that one semester in college. The Board Policy would say that for one semester's grade at a CC, the school will grant 10 credits.

Some schools prefer to “set a specific multiplier” instead. In some cases the

**multiplier may be 2.5 or even 3. In the case above, if the CC grants 4 Units for Chemistry\*\*** the school may set their multiplier for 2.5 to come up with 10 Credits. Our best recommendation is for the school to determine what works best for them and add that to their Board Policy.

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