



THE
COTTONWOOD
SCHOOL

REIMAGINING COMMUNITY. RESHAPING EDUCATION.

High School:

Concurrent Enrollment

High School Counselors can help develop your College and High School plan into one.
Schedule a meeting with them to plan everything out.

One College Application per school year, One AE or Special Admit Form per Semester

College	Sierra College (Highly Recommend)	Lake Tahoe Community College	Los Rios' Colleges (ARC, CRC, FLC, SCC)
Process:	Steps to Enrollment Video Help *AE Forms are needed every semester	Steps to Enrollment	Steps to Enrollment *Special Audit Forms are needed every semester
Registration:	Families enroll in classes on specific dates. (check mysierra account for dates then enroll)	Families enroll in classes on specific dates. (Meet with a college counselor and complete using the self-service portal to register)	Enrollment is based on the submitted Special Admit Form. Send it to your Counselor to sign and they will email it back. The family is responsible for the submission of the special admit form.
POE (Proof of Enrollment):	Instructions	Instructions	Instructions
Transcripts:	Sierra submits most transcripts to Cottonwood *we will let families know if they need to submit a transcript	Lake Tahoe submits most transcripts to Cottonwood *we will let families know if they need to submit a transcript	Official transcripts will need to be ordered by the family and emailed directly to their counselor from Los Rios' Colleges

High School Counselor Contact Information:

High School Counselors	Click the link to book a meeting	Email
Jonas Heppner	Book a Meeting Link	jonas.heppner@cottonwoodk12.org
Kiyoshi Mizutani	Book a Meeting Link	kiyoshi.mizutani@cottonwoodk12.org

Helpful Info:

- Concurrent enrollment means a high school student takes college courses while remaining a full-time high school student.
- Students must take a minimum of 20 Cottonwood high school credits per semester at Cottonwood and be in good academic standing.
- High school students can take a maximum total of 11 college units per semester; a maximum of three college classes will be added to the course schedule and transcript.
- Students need to consult with their high school counselor before enrolling in a California community college course. The high school counselor will advise on college courses and check graduation requirements.
- Please note that concurrent enrollment application forms may take 3-5 business days to process.
- Cottonwood Counselors will not submit applications after the college deadlines. *Please make sure to plan early.
- The high school counselor will follow the guidelines of the community college; Cottonwood does not exceed the college's policies, but Cottonwood might have additional policies.
- Only colleges listed here are approved by Cottonwood to be added to Cottonwood's Transcripts.
- If a student takes a concurrent enrollment course the college class must be added to the high school schedule.
- It is the student's responsibility to make sure they are enrolled and are in the correct classes.

Credit Conversion:

- The high school counselor will help students determine how college course(s) will count towards high school graduation requirements.
- We do not determine which college courses are transferable to 4-year universities. The student's future college will review the college transcript and determine any credit awarded.
- Please check the chart below for the college credit to high school credit conversion rate

College Units	High School Credits
1 unit	2.5 credits
1.5-2.5 units	5 credits
3 units or more	10 credits

**If a student is awarded less than 1 unit at the college, then we will issue the same amount of credit in high school. For example, if a student completes 0.5 credits at a community college, then we will award 0.5 credits on the high school transcript.*

POE (Proof of Enrollment)

- In order for the California community college course(s) to be added to the high school transcript and count towards high school graduation requirements, the following steps **MUST** be completed for the fall and spring semesters only:
 - Family provides POE to the HST and Guidance Tech (karson.davis@cottonwoodk12.org) by 9/30 for fall classes and 2/28 for spring classes
 - The Guidance Tech will add the course to the student's schedule and notify the HST.
 - The HST will send the family an Independent Study Agreement (ISA) Addendum. The family will sign the ISA Addendum.
 - Family will provide work samples for each Learning Period.
 - Once final semester grades are posted, TCS has an agreement with the following colleges to submit official transcripts: Butte, Lake Tahoe, Sierra, Solano, Woodland, and Yuba Colleges. Los Rios Colleges please fill out the consent to release of records form below. If your college is not listed, you will be required to submit an official transcript at the end of the semester.

*Proof of Enrollment (POE) = college name, student name, courses enrolled with dates

Please mail sealed paper transcripts to:

The Cottonwood School
Attn: Records – CC Transcripts
3921 Sandstone Dr.
El Dorado Hills, CA 95762

When applicable, please have the college email an official digital transcripts to your High School Counselor directly

**If you have any questions, please contact your high school counselor.
Please notify your counselor if any changes made to the college schedule**

Concurrent Enrollment Guides

There are many community college courses to choose from. The following Concurrent Enrollment Guides (CE Guides) can help students narrow down the courses they would like to take. The guides will explain which community college courses will fulfill certain high school graduation requirements. High school counselors are available to help guide students through the concurrent enrollment process when school is in session.

Butte County:

- ❖ **Butte College**
 - Accepts 6th - 12th-grade students
 - [CE Application](#)
 - [Application Steps](#)
 - [Graduation Requirement Guide](#)
 - [Career Education](#)

El Dorado County:

- ❖ **Lake Tahoe Community College**
 - Accepts 9th-12th grade students
 - [CE Application](#)
 - [Application Steps](#)
 - [Graduation Requirement Guide](#)
 - [Career Education](#)
- ❖ **Folsom Lake College (Los Rios)**
 - ❖ New process makes them difficult to work with, only use if you are experienced with college classes
 - Accepts students that have started the 9th grade OR are 14 years old and no GPA requirements
 - [Application Steps](#)
 - [Graduation Requirement Guide](#)
 - [Career Education](#)

Placer County:

- ❖ **Sierra College**
 - Accepts 9-12th grade Students
 - [Application Steps](#)
 - [Graduation Requirement Guide](#)
 - [Career Education](#)

Sacramento County:

- ❖ **American River College (Los Rios)**
 - ❖ New process makes them difficult to work with, only use if you are experienced with college classes
 - Accepts students that have started the 9th grade OR are 14 years old and no GPA requirements
 - [Application Steps](#)
 - [Graduation Requirement Guide](#)
 - [Career Education](#)

❖ **Cosumnes River College (Los Rios)**

- ❖ New process makes them difficult to work with, only use if you are experienced with college classes
 - Accepts students that have started the 9th grade OR are 14 years old and no GPA requirements
 - [Application Steps](#)
 - [Graduation Requirement Guide](#)
 - [Career Education](#)

❖ **Sacramento City College (Los Rios)**

- ❖ New process makes them difficult to work with, only use if you are experienced with college classes
 - Accepts students that have started the 9th grade OR are 14 years old and no GPA requirements
 - [Application Steps](#)
 - [Graduation Requirement Guide](#)
 - [Career Education](#)

Yolo County:

- ❖ **Woodland Community College**
 - Accepts 9-12th grade students
 - [CE Application](#)
 - [Application Steps](#)
 - [Graduation Requirement Guide](#)
 - [Career Education](#)

Yuba County:

- ❖ **Yuba College**
 - Accepts 9-12th grade students
 - [CE Application](#)
 - [Application Steps](#)
 - [Graduation Requirement Guide](#)