

# Burroughs High School Concurrent Enrollment Policies and Requirements

Burroughs High School offers both Dual Enrollment (DE) and Concurrent Enrollment (CE) courses, enabling students to take classes for college credit while still enrolled in high school. Dual Enrollment courses are taught on the Burroughs High School campus by Burroughs teaching staff during the regular school day. Concurrent Enrollment (CE) courses are taught by Cerro Coso Community College (CCCC) staff and taken off campus. Concurrent Enrollment (CE) allows high school students (tenth through twelfth grade) to enroll in courses at Cerro Coso Community College while still in high school. This opportunity provides both an additional pathway for rigorous coursework and is an ideal way for students to get a head start on college credits.

## Burroughs School Concurrent Enrollment Policies and Requirements

The student must:

1. Be in tenth, eleventh, or twelfth grade.
2. Be a full-time Burroughs High School student in good standing.
  - a. **Full-Time:** The student is or will be enrolled in five periods of course work at Burroughs High School as a tenth grade student or four periods of course work at Burroughs High School as an eleventh or twelfth grade student.
  - b. **Good Standing:** The student has at least a cumulative 3.0 academic grade point average (GPA) in order to enroll into a transfer-level academic course or a cumulative 2.5 academic GPA if enrolling into an enrichment course. The student has also completed 60 high school credits prior to tenth grade, 120 high school credits prior to eleventh grade and 180 high school credits prior to twelfth grade.
  - c. A tenth grade student may enroll in no more than two CE courses and an eleventh or twelfth grade student may enroll in no more than three CE courses.
3. Complete all portions of the Burroughs High School Concurrent Enrollment application and submit the completed application to their high school counselor by the published deadlines.
4. Complete and submit all Cerro Coso Community College forms at least three weeks prior to the start of the CCCC semester.
5. Not switch to or add a BHS course after the third week in the BHS semester. The student must sustain full-time status as a BHS student. Please note that the third week of the Burroughs semester may begin earlier than the Cerro Coso calendar.

## Credit Equivalency

Students completing concurrent enrollment courses with a grade of C- or higher will be awarded credit equivalency as follows:

1-2 semester CCCC credits	2.5 semester high school credits
3-4 semester CCCC credits	5 semester high school credits
5-6 semester CCCC credits	10 semester high school credits
Note: Specific credit awarded for academic courses will be verified by the Burroughs department chair. It is the student's responsibility to submit an official Cerro Coso transcript to the student's BHS counselor upon course completion to receive high school credit for the course.	

### The student **MUST** do the following:

- Submit all forms to Cerro Coso three weeks prior to the start of the semester.
- Confirm dual credit will be granted with the high school counselor.
- Be responsible for all CE tuition and other related Cerro Coso Community College costs.
- Adhere to all Cerro Coso policies, including the expectations for academic honesty.

### High School Concurrent Enrollment General Information:

Please be aware that the college courses will become part of the student's permanent college transcript/record and may not be retaken at a later time for an improved grade.

### Cerro Coso Community College: Schedule of Classes

<https://www.cerrocoso.edu/class-schedule>

### Cerro Coso Community College: Concurrent Enrollment

<https://www.cerrocoso.edu/student-services/admissions/concurrent-high-school-students>