

LAKE TAHOE COMMUNITY COLLEGE

DUAL

enrollment



Student & Parent Handbook 2018-2019

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A letter for Students & Parents

Dear Students and Parents,

It is with great excitement that we welcome you to Lake Tahoe Community College! We are so delighted that you have expressed interest in our Dual Enrollment Program. This partnership between South Tahoe High School and LTCC helps ease the transition to college by empowering students through meaningful experiences.

As a Dual Enrollment student, you have committed to **working hard and working smart** to successfully navigate your way through a college course, but you are not alone. You will be learning from faculty who will support you throughout your entire course and beyond. Whether you are taking classes to enhance your knowledge of a certain subject or simply want to gain both college and high school credit at the same time, you are making a conscience decision to create a brighter future for yourself!

As a Dual Enrollment parent or guardian, you have committed to supporting your child throughout this sometimes-challenging journey of college education. There may be times that they need something signed for a particular course, or just an encouraging pat on the back or high-five. ☺

On behalf of the entire Dual Enrollment support staff at Lake Tahoe Community College, please know we have your back! If you have ANY questions about this program or handbook, please reach out.

Warm Regards,

Katie Bongard

Program Coordinator



Brad Deeds

Dean of Workforce Development



Introduction to Dual Enrollment

Why Dual Enrollment?

Great question! Dual Enrollment at Lake Tahoe Community College is an opportunity for ALL South Tahoe High School students to receive high school and college credit at the same time, for FREE! These classes are held throughout the day at STHS so they do not interfere with students' very full calendars. This experience can significantly increase their prospects for success and graduation from college and/or university. The amount of credits earned for each class varies, please refer to "Courses offered" for more information.

Benefits of being a Dual Enrollment Student

- Finish college earlier by getting a head start on credits
- Allows an easier transition to college
- Lowers cost of college (credits earned are at no cost)
- Significantly increase your success in college
- Earn high school and college credit at the same time
- It's FREE!
- Free bus pass valid anywhere in town with your LTCC ID!

Student Expectations

As a Dual Enrollment Student, you are taking a college course which means you are expected to follow the same curriculum that is used for on-campus and online students. The responsibilities are the same. You are expected to take this class seriously, attend regularly, follow through with commitments, show respect for others, and practice tolerance and cooperation when interacting with others. You also have rights as a student and are encouraged to speak up if you have any concerns about the course. The instructor and/or any of the support staff listed under "resources/contacts" in this handbook are good people to express your concerns to. If you have any concerns about your performance in the course or are not sure of an assignment, you should speak with the instructor.

Courses Offered at South Tahoe High School

Get Focused, Stay Focused 9th grade:

College and Career Choices: The 10-Year Plan

Instructor: Varies

LTCC units: 5

Course Description:

This course is part one of a four-part sequence designed to help students identify and plan for career and education goals. This classroom-based guidance experience provides an introduction to the hospitality, tourism, and recreation industry and features a quantifiable decision-making process to help students identify and plan for career and education goals. Students will analyze personal values, interests, aptitudes, and attitudes to better inform career, education, and lifestyle choices. Emphasis is placed on utilizing financial literacy skills to articulate lifestyle goals and inform education and career choices. The culmination of the course is a synthesis of personal, academic and career goals; resources; and skills in a focused 10-Year Plan for success. Skills required for success in a broad range of hospitality, tourism, and recreation careers will be highlighted.

Get Focused, Stay Focused 10th grade:

Attitudes and Aptitudes for College and Career Readiness

Instructor: Varies

LTCC units: 1.5

Course Description:

This course is part two of a four-part sequence designed to help students identify and plan for career and education goals. Building on the course content in College and Career Choices: The 10-Year Plan, students will research high-demand/higher-wage careers, determine appropriate post-secondary options and pathways, learn about college access and affordability, continue to envision a productive future through autobiographical writing, and update their 10-year plan. Attitudes and aptitudes required for success in a broad range of hospitality, tourism, and recreation careers will be highlighted.

Get Focused, Stay Focused 11th grade:

Determining an Informed Major and Postsecondary Education Path

Instructor: Varies

LTCC units: 1.5

Course Description:

This course is part three of a four-part sequence designed to help students identify and plan for career and education goals. Building on the course content in College and Career Choices: The 10-Year Plan and Attitudes and Aptitudes for College and Career Readiness, students will further develop their online research skills as well as refine their critical thinking and decision-making skills while finding colleges that offer their majors and are close to home. Post-secondary education paths that lead to a broad range of hospitality, tourism, and recreation careers will be highlighted.

Get Focused, Stay Focused 12th grade

Preparing to Act on a 10-Year Education and Career Plan

Instructor: Varies

LTCC units: 1.5

Course Description:

This course is part four of a four-part sequence designed to help students identify and plan for career and education goals. Building on the course content in College and Career Choices: The 10-Year Plan, Attitudes and Aptitudes for College and Career Readiness, and Determining an Informed Major and Post-Secondary Education Path, this course helps students finalize and launch their 10-year career and education plans. Topics include fine-tuning a resume and personal statement and preparing college applications and scholarship essays. Students will practice business writing and interviewing skills. A broad range of hospitality, tourism, and recreation careers will be highlighted in this course.

Digital Media Arts

Instructor: Travis Steil

LTCC units: 4

Course Description:

This introductory course surveys the merging of technology, global communication, and creative expression. Students will cover the fundamentals of digital art creation. Students will learn the basic principles of art making (composition, color, form) to express their original ideas to the broader world through various global media processes.

Sports Medicine 1

Emergency Medical Responder

Instructor: Isaiah Tannaci

LTCC units: 4

Course Description:

This course is designed to meet the prerequisites for both Emergency Medical Technician and Lake Tahoe Basin Fire Academy, Part 1. This course provides the student with the knowledge and skills necessary for career preparation in the field of Emergency Medical Responder (EMR) by helping to sustain life, reduce pain, and minimize the consequences of injury or sudden illness until more advanced medical help takes over. The course content and activities will prepare participants to make appropriate decisions about the care to provide in a medical emergency. The course meets or exceeds the Emergency Medical Services Educational Standards for Emergency Medical Responders and is consistent with the current guidelines for first aid and cardiopulmonary resuscitation care. Successful students must obtain a minimum of 80% in the class to receive American Red Cross Certification/Course Completion records.

Sports Medicine 2

Care and Prevention of Athletic Injuries

Instructor: Isaiah Tannaci

LTCC units: 4

Course Description:

This course provides an overview of the skeletal and muscular anatomy and. The course also introduces the mechanisms, signs and symptoms, evaluation, treatment modalities, and prevention activities of sports injuries.

AP Psychology

Psychology 101

Instructor: Melissa Berry

LTCC units: 4

Course Description:

This course follows the same guidelines as the former AP Psychology course offered at STHS. This course provides students with general background knowledge in the field of psychology. In addition, students will gain a broader understanding of human behavior from various theoretical perspectives.

Dental Assisting A, B, & C

Instructor: Elizabeth Ferguson

LTCC units: 7.25, 8.25, & 5.5

Course Description:

These courses are a three-part series that that provides the skills necessary to work in dental offices in different capacities. These courses include terminology, anatomy, tooth identification, and much more! Successful completion of the entire three-course sequence will culminate in a Dental Assisting certificate and a California Radiation Safety certificate.

Advanced Culinary

Principles and Practices of Basic Food Preparation

Instructor: David Jones

LTCC units: 4.5

Course Description:

This course will provide students with a comprehensive understanding of food and the processes of preparing food for human consumption. Included will be a survey of food itself: origins and history, categorization, selection, purchasing, and preservation. There is a special emphasis on the processing and fabricating of food and the specific processes of cooking. In the lab the student will apply the principles of cooking and food preparation that they learn in the lecture. The focus will be on the development of the rudimentary skills in food preparation and cooking that form the base for all further culinary classes and for ultimate success in the industry.

Registration & Application Requirements

All STHS students have the opportunity to participate in the Dual Enrollment Program starting in 9th grade with the College & Career Readiness Course: My 10-Year Plan.

In order to receive college credit for a Dual course, every student must apply to LTCC. A representative from LTCC or your instructor will help you through this process, however, you can also access the application online at <http://www.ltcc.edu/admissions/highschoolstudents.php>

Once you have applied to LTCC and are in the system, you will not need to apply again or update your application until your senior year of high school.

In addition to applying at LTCC, you and your parent/ guardian must also sign the registration paperwork required of each Dual course you take and turn it in to your instructor. Your instructor is responsible for getting the proper paperwork to you and communicating to you whether or not you need to turn in additional paperwork. Failure to turn in the necessary paperwork will result in you not receiving college credit for that particular course.

You and your parent/guardian will need to turn in a different registration form for every Dual course you take.

If you are a high school student wishing to take LTCC courses that are not offered on the STHS campus, this would be called "concurrent enrollment" - please refer to the steps below:

Special Admission was designed in coordination with the local high school to serve the needs of students within South Lake Tahoe and nearby areas. Students enrolled in grades 9-12 must be recommended by their principal or high school counselor to take advanced scholastic and/or vocational coursework. The recommendation is subject to approval by LTCC's counselors. Consent by a parent or guardian is also required. Some courses may have restrictions based on age, grade level, or assessment standards. As a general rule, no students below grade 9 will be allowed to enroll in college courses.

FOUR STEPS TO ENROLLMENT

Step 1: Apply Online

<https://www.openccapply.net/uPortal/f/u6611s1000/normal/render.uP>

Step 2: Meet with a High School Counselor

Meet with your high school counselor for course recommendations, to discuss which courses are eligible for credit towards high school graduation, and to receive your counselor's approval. Most courses are available to high school students. Download the 9-12 College Placement Form for your high school counselor's approval at:

http://www.ltcc.edu/resources/pdfs/admissions/9_12college_placement_form.pdf

Step 3: Meet with LTCC Counselor

Contact the One-Stop Office in Room A100 to meet with a counselor for approval of your Special Admission form. Please bring with you:

1. A copy of your high school transcript
2. A completed 9-12 College Placement Form signed by your high school counselor

Step 4: Register for Classes

Registration for high school students can be completed in-person or via Passport. You will get full access to Passport once you complete the application to LTCC.

In-person: Students may register in-person during Open Registration after completing steps 1-3.

Online: If the student meets with a counselor at least 2 business days in advance, registration may be completed online via Passport.

The Future of Dual Enrollment

It is the goal of Lake Tahoe Community College's Dual Enrollment Program to provide students many options for their future. Thanks to our amazing partnership with LTUSD, in the next 5 years students should be able to graduate from STHS with a HS diploma and enough college credits that they will only need to attend LTCC for one year before transferring to a University or graduating with a certificate/AA in their field of study. We are hoping to expand Dual Enrollment offerings to include more CTE courses as well as core courses to accomplish this goal.

Below is a list of courses slated to become Dual Enrollment courses within the next 1-3 years pending Instructor minimum qualifications and academic approval by LTCC, LTUSD, and the Community College Chancellor's Office.

Automotive Technology
 Music Pro Tools
 AP English
 AP Statistics
 Native Spanish III or AP Spanish
 Introductions to Hospitality Management
 IT Technician Pathway-Cybersecurity
 Fundamentals of Outdoor Leadership



Frequently Asked Questions

Does the grade I get in a Dual Enrollment course appear on my high school and college transcript?

Yes. Your course and grade will appear on your high school and college transcript.

How do I get a copy of my college transcript?

Simply head to LTCC's "One Stop" with a valid ID and request one. Unofficial copies are free. Official transcripts take 7-10 business days to process and the first two copies are free - \$5.00 per copy after that.

As a high school student, what is the maximum number of units I can earn through LTCC for free?

For the summer, the maximum number of units is 5.75. All other quarters is 11.75.

Are courses letter grades or pass/no pass?

Digital Media Arts, Sports Medicine I and II, and Psychology 101 are letter grade only and all Get Focused, Stay Focused courses are Pass/No Pass.

What if I am doing really horrible in a class, can I drop it? Or have my instructor not count it as a Dual class so it doesn't appear on my permanent college transcript?

Students can drop courses within the deadlines and instructors have the ability to drop students for non-participation within the deadlines. Talk to your instructor. We all want you to succeed and will help in any way that we can.

What if I want to take LTCC courses that are not offered at STHS, how do I do that?

Please see the "Application and Registration" section of this handbook, and check out Concurrent Enrollment.

What is the difference between AP classes and Dual Enrollment courses?

Both AP and Dual Enrollment courses are college-level courses. However, AP classes require an exam at the end of the course with a certain score granting you credit or not. To receive credit for a Dual course, you simply need to pass the course per the instructor's guidelines and syllabus.

About Lake Tahoe Community College

Vision

"California's Premier Destination Community College"

Mission

Lake Tahoe Community College serves our local, regional, and global communities by promoting comprehensive learning, success, and life-changing opportunities. Through quality instruction and student support, our personalized approach to teaching and learning empowers students to achieve their educational and personal goals.

Beliefs

We at Lake Tahoe Community College believe:

- Students come first
- An educated citizenry is fundamental
- Learning enhances the quality of life
- Innovation, integrity, high standards and the pursuit of excellence are essential
- Diversity enriches
- We make a difference

Student Support

LTCC will always view diversity and inclusion as fundamental to our mission. As a public institution of higher education, we will continue to work to ensure that our entire community has full access to the college and to the support students need to succeed in their studies. We are also deeply committed to protecting the rights of all students who attend this college.

Resources/Contacts

Katie Bongard- Program Coordinator of Outreach & Dual Enrollment
bongard@ltcc.edu / (530) 541-4660 ext. 779

Julie Cain- Dual Enrollment School Site Supervisor, STHS
jcain@ltusd.org / (530) 541-4111 ext. 1912

Reyna Reger- Enrollment Services Coordinator, LTCC
reger@ltcc.edu / (530) 541-4660 ext. 217

Steve Berry- Director of Enrollment Services, LTCC
berry@ltcc.edu / (530) 541-4660 ext. 216

Jaime Rhone- CTE Program Specialist
rhone@ltcc.edu / (530) 541-4660 ext. 583

Bob Grant- Administrator & CTE Coordinator, LTUSD
bgrant@ltusd.org / (530) 541- 2850 ext. 1052

Carline Sinkler- Principal, STHS
csinkler@ltusd.org / (530) 541-4660 ext. 1829

Brad Deeds-Dean of CTE & Workforce Development, LTCC
deeds@ltcc.edu / (530) 541-4660 ext. 225

LTCC Counseling Department
(530) 541-4660 ext. 211

STHS Counseling Department
(530) 543-2255

