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# Dual enrollment

Details from the UC perspective

September 2024



## Overview

- Defining “dual enrollment”
- Using college courses to meet A-G requirements
- Reporting dual enrollment courses
- How UC views dual enrollment
- Counselor checklist and resources

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What is dual enrollment?

**Dual enrollment refers to college courses taken by high school students during their high school career.**



Student  
self-enrollment



Middle college



Formal high  
school to college  
agreement



High school  
“articulation”

## Student self-enrollment

### **Individual high school student enrolls independently at a community college.**

- Typically needs high school approval
- Courses often taken in the summer
- Student sits in class with community college students
- College issues transcript with credits and grades for all college coursework



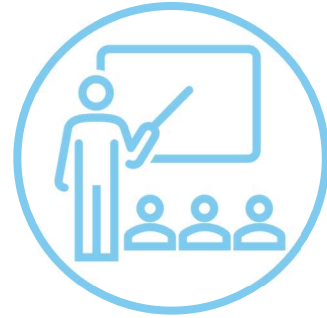
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- Students self-enrolling at a community college, either over the summer or during the school year, has been a practice for many years.
- Oftentimes, the students we would see taking CCC courses in high school were either very far advanced in a particular subject area – to the point where they had completed all of the available high school courses in that subject – or they wanted to complete a requirement without taking up a spot in their high school schedule.
- While we will be focusing this session on high school students taking college courses, we know that some students are enrolling in college courses even earlier. One important factor to note about students enrolling in college: the only subjects UC will accept to meet A-G *prior* to 9th grade are math and LOTE, and only from 7th or 8th grade.
  - This means students taking college courses in 5th or 6th grade can't use those courses to meet A-G, although if they are admitted they will earn college credit for the courses if they were UC-transferable.
  - This also means that students taking history, English, science, etc., prior to 9th grade also cannot use those courses to meet A-G.
    - Exception: we will allow courses completed in the summer immediately after 8th grade/prior to 9th grade to count toward A-G in areas outside of math and LOTE.

## Middle college

### **Community college courses are integral part of the high school curriculum.**

- High school is typically located on the community college campus
- Both high school and college courses are offered
- Students sit in class with middle college peers
- College issues transcript with credits and grades for all college coursework



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- Middle college is not a new concept – it has been around for a number of years.
- These are actual “high schools” located typically on a community college campus – although that may not always be the case.
- Students in these programs are completing both high school and college courses as a regular part of their curriculum.

## Formal high school to college agreement

### **Community college courses are taught on the high school campus.**

- High school instructor receives dual appointment with the CCC to teach the college course
- Course follows college curriculum
- Student sits in class with fellow high school peers
- College issues transcript with credits and grades for all college coursework



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- This scenario is most likely what comes to mind when we hear the words “dual enrollment.”
- These are formal agreements between a high school and a community college (or other college/university) that allows the high school to teach the college curriculum to its students.
- Typically, the instructor for the course is a high school teacher who has the correct credential to also teach at a CCC, and they receive a dual appointment to teach the college course.
- Students are following and completing the college curriculum as if they were sitting at the CCC, except that they are taking the course at their high school with their classmates.

## High school “articulation”

### **Community college identifies high school courses that match/mirror college curriculum.**

- Originally intended for CTE-type coursework (i.e., non-UC transferable)
- Student takes high school course following the high school curriculum
- Student may or may not be required to sit for an exam to earn college credit
- College issues transcript with credits and grades for college coursework, but transcript **must** specify that credit was earned through high school articulation



**UC does not accept  
this type of credit!**

- Finally, for the past few years we have started to see more of these high school “articulation” programs. With this arrangement, the high school doesn’t necessarily teach the college curriculum. Instead, the college has agreed to award college credit for completing the high school course because it has deemed the curriculum or learning outcomes to be comparable to a course it offers at the college level. In some cases, a student might need to sit for an exam or earn a specific grade to earn the college credit.
- The problem is that these types of agreements were meant for CTE-type courses, not for UC-transferable courses.
- Unfortunately, we are seeing more of these “agreements” with UC-transferable coursework, and this can potentially cause issues down the line for transfer articulation.
- Knowing that these types of courses must be clearly identified on the college transcript as such, UC has deemed this type of credit to be “pass along” credit, which we do NOT allow at the college level.
- In this way, UC does not award college credit for these courses because they are, essentially, high school courses



**Using college courses  
to meet A-G requirements**



## Guidelines

- ✓ College must be accredited by one of the seven former regional accrediting agencies
- ✓ Course must be UC-transferable\*
- ✓ Course must be at least 3 semester/4 quarter units in value (each)
- ✓ Course must clearly fall within an A-G subject area
- ✓ Course must be taken for a letter grade
- ✓ Letter grade of C or better (not C-) must be earned

*\*Non-transferable English and math courses may also meet portions of the Area B and Area C requirements*

These are basic guidelines when considering any college course, not just CCC courses. And these hold true regardless of how the student is enrolled in the college course

## Quick Reference Guide: A-G charts

A-G charts on pages 10-13 include information about using college courses to meet A-G requirements.



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FIRST-YEAR APPLICANTS: OPTIONS FOR MEETING UC'S A-G SUBJECT REQUIREMENTS			
(For students with international academic records, see pages 14–15.)			
Approved A-G high school courses	ACT/SAT examination	AP or IB examination <i>AP score of 3, 4 or 5, unless otherwise noted IB HL score of 5, 6 or 7</i>	U.S. college/university courses (in person or online)* <i>3 or more semester (4 or more quarter) units required**</i>
<b>History/social science (A)</b>			
<p><b>2 years required:</b> Two years of history/social science, including: One year of world history, cultures and historical geography <b>and</b> One year of U.S. history or one-half year of U.S. history and one-half year of civics or American government. History/social science courses completed prior to ninth grade will not meet this requirement.</p>	No examination meets this requirement.	<p><b>World history/cultures/geography:</b> AP European History, Modern World History or Human Geography or IB HL History or Geography meets one year of the requirement.</p> <p><b>U.S. history:</b> AP U.S. History or African American Studies or IB HL History of the Americas meets one year of the requirement.</p> <p><b>Civics/American government:</b> AP Government &amp; Politics: U.S. or Comparative meets a half year of the requirement.</p>	<p><b>World history/cultures/geography:</b> Letter grade of C or better in a UC-transferable course in world history, world cultures and/or world geography meets one year of the requirement.</p> <p><b>U.S. history:</b> Letter grade of C or better in a UC-transferable course meets one year of the requirement.</p> <p><b>American government or civics:</b> Letter grade of C or better in a UC-transferable course meets a half year of the requirement.</p>

- So how do you know which college courses meet A-G? Our Quick Reference Guide to UC Admissions has a very handy grid that explains each A-G requirement and how to meet it with test scores and/or college coursework. This should be your first resource when determining whether a college course meets an A-G requirement.
- We recommend bookmarking the Quick Ref and using it frequently!
- Note: Quick Ref is updated and published each August

[ASSIST.org](https://assist.org)



The official course transfer and articulation system for California colleges and universities

ASSIST.org provides a database of UC transferable courses from all California community colleges.

A screenshot of the ASSIST.org search interface. The page has a purple header with the text "Search below for transferable courses" and "Courses approved for transfer and general education". Below the header, there are two dropdown menus: "Academic Year" with "2024-2025" selected, and "Community College" with "Select a Community College" selected. Underneath these are five radio button options: "CSU Transferable Courses", "CSU GE-Breadth Certification Courses", "CSU US History, Constitution, and American Ideals Courses (CSU AI)", "IGETC for UC and CSU", "UC Transferable Courses", and "UC Transfer Admission Eligibility Courses". At the bottom of the form is a button labeled "View Transferability Lists".

- After you've determined which type of courses you're looking for, your next stop for CCC coursework should be ASSIST.org.
- This is a screenshot of the homepage of ASSIST.
- You'll want to use the "search for transferable courses" section on the far right of the home page.
- You'll select the CCC and then check off the "UC transferable courses" box, then click on "view transferability lists" (which is faded out on the screenshot because no college is selected)

## What ASSIST.org does (and does not do)

### ASSIST.org does...

- List all UC-transferable courses from a specific CCC
- Indicate which LOTE courses correspond to the 2<sup>nd</sup> level of high school study

### ASSIST.org does **not**...

- Indicate which A-G area any particular course will meet
- List non-transferable English and math courses that may meet A-G



**Not every UC-transferable course will meet an A-G requirement!**



- Keep in mind that ASSIST was not created for high school students; it's a transfer tool.
- This means that it doesn't necessarily give you every piece of information you need for your high school students.
- There is nothing in ASSIST that will specifically state whether a course meets an A-G requirement.
- The exception is for LOTE courses, but that is really meant for transfer students meeting a specific area of the GE pattern.
- And, finally, go back to the basic guidelines about college courses meeting A-G.
- CCCs teach many courses, but that doesn't mean they all meet an A-G requirement. For instance, many CCC courses carry fewer than 3 semester or 4 quarter units, so those would not meet A-G. And, some subjects simply don't fall within an A-G subject area.

## Using ASSIST.org and...

### **We recommend utilizing ASSIST.org along with:**

- The guidelines presented earlier
- The 2013–14 CCC A-G course lists
- The A-G Policy Resource Guide for faculty criteria expected for each subject area
- Looking for similar courses approved on high school A-G course lists
- Your best judgement



**As a last resort, contact [AskUC@ucop.edu](mailto:AskUC@ucop.edu) for guidance.**



- This means that you should not just use ASSIST in a vacuum.
- Use ASSIST in conjunction with other tools available, such as the outdated 2013-14 CCC A-G course lists, the A-G Policy Resource Guide, and A-G course lists, etc.
- Many counselors just default and write to AskUC for guidance, but we really have provided these tools for you to make the best judgement for your students and we're not always able to provide a pre-assessment in this way.

Let's practice!

Does HUMN 3 (Intro to Humanities) at Las Positas College meet Area F?

YES

Humanities				
Course	Title	IGETC Areas	Semester Units	UC Areas
HUMN 2	Introduction to Film Studies	3A, 3B	3.00	UC-H
HUMN 3	Introduction to Humanities	3A, 3B	3.00	UC-H
HUMN 4	Global Cinemas	3A, 3B	4.00	UC-H
HUMN 6	Nature and Culture	3B	3.00	UC-H
HUMN 10	American Arts and Ideas	3B	3.00	UC-H
HUMN 11	Culture and the Arts I: Ancient World to the Renaissance	3A, 3B	3.00	UC-H
HUMN 12	Culture and the Arts II: The Modern World	3A, 3B	3.00	UC-H
HUMN 28	World Mythology	3B	3.00	UC-H

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A letter grade of C or higher in any UC-transferable college course that clearly falls within one of the five visual/performing arts disciplines (dance, music, theater, interdisciplinary arts, or visual arts) would meet the area F/VPA requirement. Many California community college courses identified as meeting the Arts (Area 3A) requirement of the Intersegmental General Education Transfer Curriculum (IGETC) meet the VPA requirement.

In this case you want to look at the course title **and description** first and how it falls into one of the five VPA disciplines and its IGETC areas (if applicable). For example, while HUMN 3 “Intro to Humanities” has a title that may indicate it’s a humanities course (closer aligned perhaps to English or area G elective), the course description indicates the course could be applied to Area F. Additional, it does meet IGETC Area 3A, so you can feel confident this course could be used to meet the Area F requirement.

### HUMN 3 INTRODUCTION TO HUMANITIES

This course introduces students to human creativity as it is expressed in various artistic media: theater, film, music, poetry, architecture, and the visual arts (e.g. painting and sculpture). The course offers an introductory framework for students to use as they consider the Humanities in terms of socio-political history, philosophy, and religion. Students will learn how to analyze a variety of global works of art from past and present, and how to articulate their own appreciation of and connection to works of art.

Let's practice again!

Does PHOTO 047 (Introduction to Digital Photography) at East LA College meet Area F?

YES

Photography			
Course	Title	IGETC Areas	Semester Units UC Areas
PHOTO 010	Beginning Photography		3.00
PHOTO 015	Fundamentals of Portraiture		3.00
PHOTO 017	Introduction to Color Photography		3.00
PHOTO 022	Creative Photo-Vision		3.00 ea
PHOTO 047	Introduction to Digital Photography		3.00
PHOTO 121	History and Appreciation of Photography	3A	3.00 UC-H
PHOTO 122	Photography and Visual Media in Modern Culture	3A	3.00 UC-H
PHOTO 123	Photo-Discovery: Aesthetics, Craft, and Creativity	3A	3.00 UC-H



A letter grade of C or higher in any UC-transferable college course that clearly falls within one of the five visual/performing arts disciplines would meet the area F/VPA requirement. Many California community college courses identified as meeting the Arts (Area 3A) requirement of the Intersegmental General Education Transfer Curriculum (IGETC) meet the VPA requirement. While Photo 047 does not meet IGETC area 3A, it is UC-transferable and fits into the visual arts category for area F. Photo 121 History and Appreciation of Photography is an example that does meet IGETC area 3A, for reference.

Let's practice once more!

## Does ENG85 (Advanced Preparation for College Composition) at Mendocino College meet Area B?

IT DEPENDS

English				
Course	Title	IGETC Areas	Semester Units	UC Areas
ENG 200	College Composition	1A	3.00	UC-E
ENG 201	Critical Thinking through Literature	1B, 3B	4.00	UC-E, UC-H
ENG 205	Critical Thinking	1B	3.00	UC-E
ENG 210	Creative Writing		3.00	
ENG 212	Intermediate Creative Writing		3.00	
ENG 225	Introduction to Shakespeare	3B	3.00	UC-H
ENG 245	American Literature I	3B	3.00	UC-H
ENG 246	American Literature II	3B	3.00	UC-H
ENG 250	World Literature	3B	3.00	UC-H
ENG 265	Introduction to California Literature	3B	3.00	UC-H
ENG 270	Children's Literature	3B	3.00	UC-H



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ENG 85 at Mendocino College is a non-transferable course to UC, but it would meet one year of the area B English requirement if passed with a letter grade of C or higher. However, a non-transferable English course is **not** acceptable in for the 12<sup>th</sup> grade requirement, so this would only meet one of the first year three years of the requirement (9-11).

Also note, this course would not be weighted in the UC GPA calculation.

A letter grade of C or better in a UC-transferable English composition and literature course meets the fourth year and/or the entire requirement – at Mendocino College that would be English 200.





**Reporting dual  
enrollment courses**

## Reporting dual enrollment courses on the UC application

- 1 College courses must be reported in the “Colleges attended” section of the Academic History
- 2 The UC application is linked to ASSIST.org. Students select courses from a drop-down menu.
- 3 Students must select the subject area (A-G) and discipline for each course.
- 4 Students must report the grade that appears on the college transcript.
- 5 Courses that do not meet A-G can be reported as “other coursework” in the Activities & Awards section



**Dual enrollment courses should not be reported as both high school and college courses.**

## A-G course lists and transcripts

### A-G course lists

- College courses are college courses.
- Dual enrollment courses **should not** be added to your high school's A-G course list.
- Only high school courses (those created by the high school or adopted from an online publisher) should appear on your A-G course list.

### Transcripts

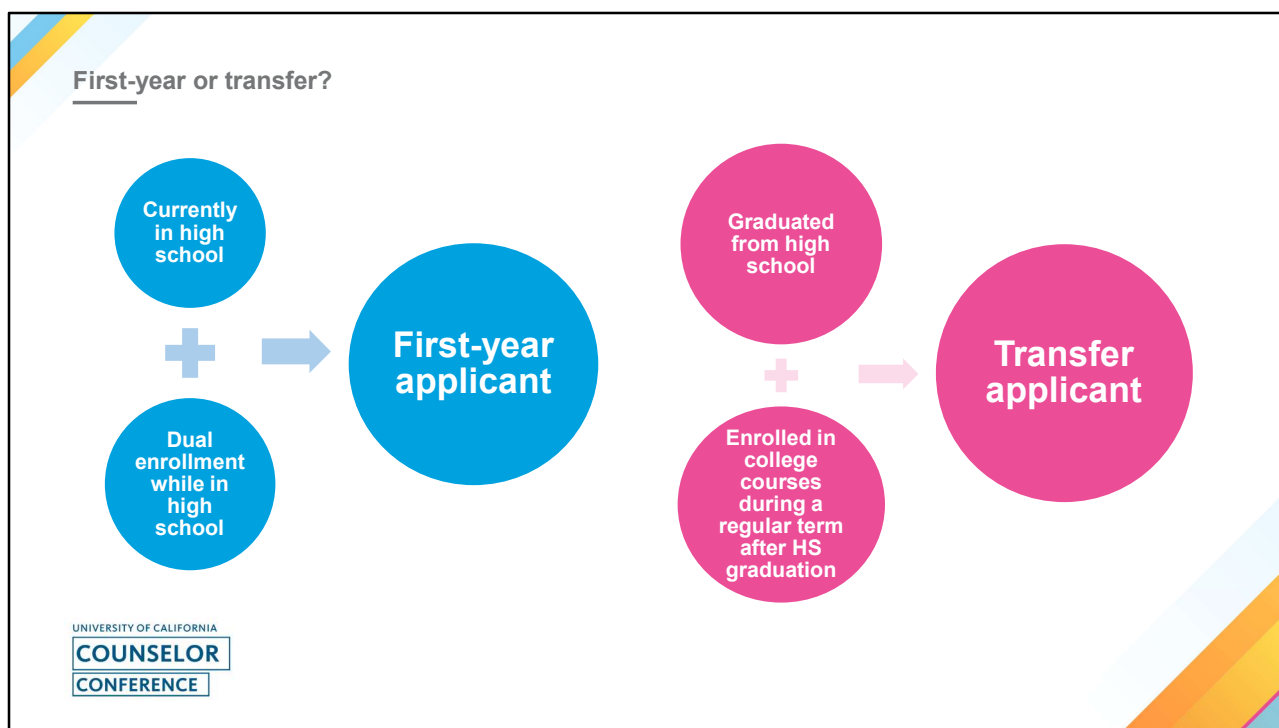
- Dual enrollment courses may be listed on the high school transcript but should be clearly marked as college/dual enrollment.
- Admitted students will still need to submit an official **college** transcript for all dual enrollment coursework, regardless of whether or not the courses are posted on the high school transcript.



- Some guidelines about college courses on the A-G courses list and transcripts.
- Your school should NOT add dual enrollment courses to your school's A-G course list. Course lists are for high school courses that your school is teaching.
- If your students are admitted to UC and choose to accept the offer, they will be required to submit a college transcript for all college coursework attempted.

**How UC views  
dual enrollment**





- It's important to remember that completing college courses while in high school does not disqualify a student from applying as a first-year applicant –regardless of how many units they've accumulated in high school. In fact, students who are currently in high school must apply as first-year applicants; they cannot apply as transfers.
- A transfer student is someone who has completed college courses during a regular term (fall, winter, spring) AFTER graduating from high school.

Two notes:

- Completing college courses in the summer immediately after 12th grade/high school graduation does not disqualify a student as a first-year applicant.
- Additionally, if a high school student graduates mid-year (e.g., December), the campuses have agreed to an exception to the definition above. As long as these students plan to enroll at UC that following fall, they are permitted to enroll in college coursework in that gap term between their high school graduation and enrolling at UC. This does not jeopardize their first-year applicant status.

## UC GPA calculation

- The UC GPA is calculated using grades from summer after 9<sup>th</sup> through the summer after 11<sup>th</sup> grade.
- A single college course may meet one or more years of an A-G requirement.
- A UC-transferable college course will earn an extra point in the GPA calculation.
  - We award a maximum of 8 extra (semester) points, with no more than 4 from 10<sup>th</sup> grade coursework.
  - Non-transferable English and math courses **do not** earn the extra weight.

**! One college course = one grade = one extra point**

- For the official UC GPA, we use grades in A-G courses completed between the summer after 9<sup>th</sup> grade through the summer after 11<sup>th</sup> grade. Note that the official GPA is a weighted and capped GPA, meaning we will allow up to 8 extra points in the calculation for UC-approved honors, AP, IB and transferable college courses, with no more than 4 extra points in 10<sup>th</sup> grade.
- One thing to note about college courses: even though a single course may meet one or more years of an A-G requirement, it's still just one course, one grade and one extra point in the GPA.
- Lastly, even though we will allow some non-transferable English and math college courses to meet portions of the Area B and C requirements, those courses are not weighted at all.

## Dual enrollment within comprehensive review

- Academic grade point average in all completed A-G courses, including additional points for completed UC-certified honors courses.
- Number of, content of and performance in academic courses beyond the minimum A-G requirements.
- Number of and performance in UC-approved honors and Advanced Placement courses.
- Quality of the senior-year program, as measured by the type and number of academic courses in progress and planned.
- Quality of their academic performance relative to the educational opportunities available in their high school.
- Outstanding performance in one or more subject areas.

- How is dual enrollment viewed within the context of Comprehensive Review?
- You know that we have 13 faculty-approved criteria for comprehensive review and dual enrollment can be considered under any one of the above-mentioned factors.
  - The extra weighting in the GPA
  - Extra course beyond the minimum A-G requirements
  - Taking and doing well in advanced coursework
  - Having a strong senior year, if dual enrollment is part of the senior schedule
  - Taking into consideration what was available to the student and whether the student went outside of their high school to find additional opportunities
  - Doing well in a college course can demonstrate strong performance in a subject area, particularly if the course was something more advanced that may not be available at the high school

Which does UC prefer?



School-created  
UC-approved  
honors?



Advanced  
Placement  
(AP)?



International  
Baccalaureate  
(IB)?



College  
courses (dual  
enrollment)?

UC has **no preference**  
over which type of  
advanced coursework  
a student chooses to  
take!

Each type is  
considered in the same  
way.



**FAQ: Middle school students with college coursework**

**Our district is encouraging middle school students to take college-level coursework over the summer. Can this be applied to their A-G requirements?**

UC will only accept courses in mathematics and language other than English (LOTE) completed in 7<sup>th</sup> and 8<sup>th</sup> grades with grades of C or better. No other subject areas can be met with coursework completed prior to 9<sup>th</sup> grade — college-level or not.

Campuses may choose to award students credit for these courses after matriculation at UC, however, they will not be applied to the A-G requirements for admission.



The exception is transferable college coursework taken in the summer immediately before 9<sup>th</sup> grade.

**FAQ: First-year applicants with college credit**

**Does earning college credit while in high school allow a student to graduate early from UC?**

Earning college credits prior to matriculation at UC may allow a student to start at UC with college units applied to their graduation unit requirement and/or general education requirements. In some cases, college courses may fulfill major requirements, though this is not a guarantee.

While these units may help students make progress to their degree, it is not a guarantee that they will graduate early. This will depend on their major and course selection.

**FAQ: First-year applicants with associate degrees or IGETC**

**If a high school student has completed an associate degree or IGETC, will they still apply as a first-year applicant? Or transfer?**

These students will still apply as first-year applicants for UC, though they may enter UC with college credits completed.

All campuses, except San Diego, will honor full IGETC certification for first-year applicants if they would normally accept IGETC from a transfer student. Partial IGETC is not accepted by any campus for first-year applicants.

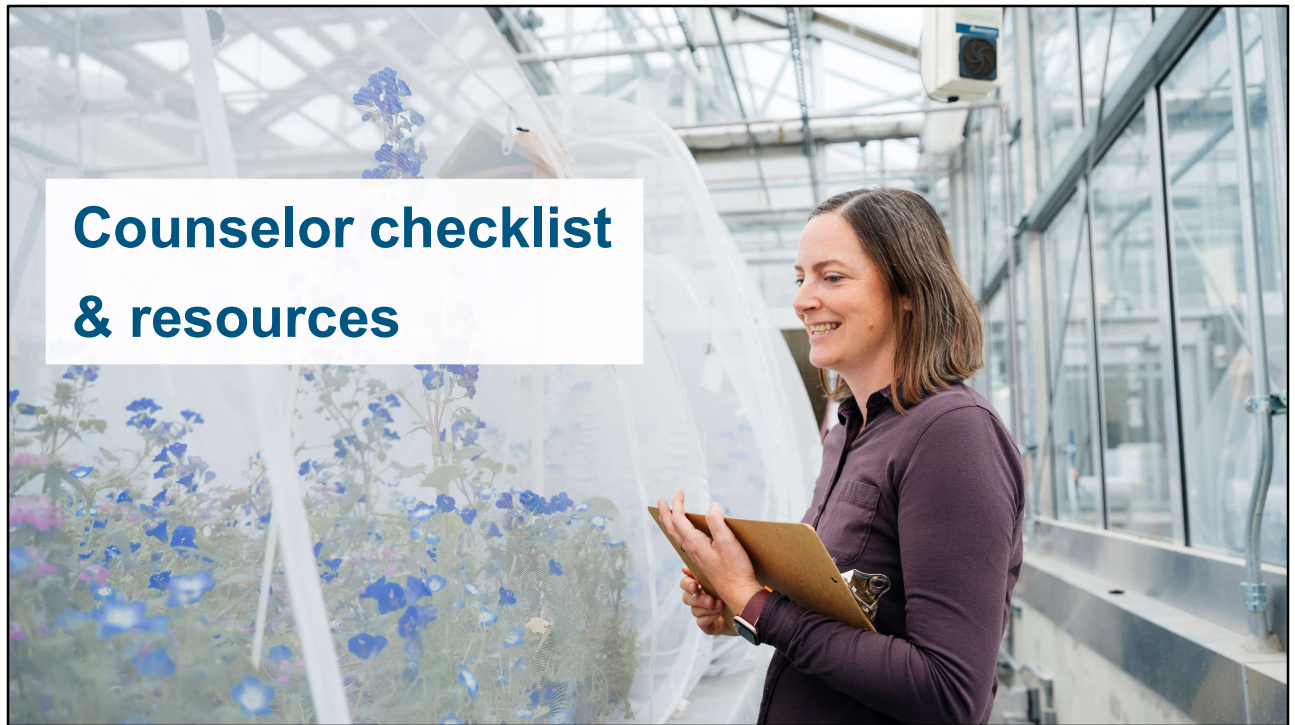
Beginning in fall 2025, Cal-GETC will replace IGETC.

FAQ: First-year applicants completing major requirements

**Should we encourage dual enrollment students to focus on courses within their intended major?**

While we generally don't advise students on which courses to take in high school beyond the requirements, we don't recommend that they seek out courses that will fulfill major requirements.

It is not a guarantee that college courses will fulfill their major requirements at UC. In the event that it does, students will not be able to re-enroll in that course once at UC. This could present a challenge for students who may want to take the course given the lapse in time since completed in high school. Additionally, this will require them to begin in higher-level major coursework and could impact their major GPA at UC.



**Counselor checklist  
& resources**

### Checklist for dual enrollment

- Is the course UC-transferable?
- Is the course worth at least 3 semester/4 quarter units?
- Does the course clearly fall within an A-G subject area?
- Verify the course is not just a high school course that the college has agreed to "articulate".
- Verify the course does not appear on your high school's A-G list.
- Will the college issue a transcript for the completed coursework?

## Resources



**Quick  
Reference  
Guide to UC  
Admissions**



**Counselors  
website: Dual  
enrollment page**



**ASSIST.org**



- Quick Reference Guide:  
[https://admission.universityofcalifornia.edu/counselors/\\_files/documents/quick-reference-guide-to-uc-admissions.pdf](https://admission.universityofcalifornia.edu/counselors/_files/documents/quick-reference-guide-to-uc-admissions.pdf)
- Counselors website – dual enrollment:  
<https://admission.universityofcalifornia.edu/counselors/preparing-freshman-students/dual-enrollment.html>
- ASSIST.org: <https://assist.org/>

Resources continued



**A-G course lists**



**A-G Policy  
Resource Guide**



A-G course lists: <https://hs-articulation.ucop.edu/agcourselist>  
A-G Policy resource guide: <https://hs-articulation.ucop.edu/guide/>



**Questions?**

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