

**High Step Dual Enrollment Policies and Procedures**

Welcome to the Gavilan College High Step Program. High Step classes are college courses that are offered at the local high schools. High school students, who have a high school GPA of at least 2.0, are eligible to take these courses and earn college credits that are transferable to most colleges and universities. High-Step courses have been offered in Gilroy, Hollister, San Juan Bautista, and Morgan Hill in the past. There is no cost to the high school student to take these courses. Registration fees are waived and books are provided by the high school. **Please Note: In order for a class to remain in session for the 16-week period the Minimum Enrollment is 20.**

**Courses That Are Commonly Offered**

* PSYC/CD 2: Early Child Development
* PSYC/CD 3: Child Growth and Development During the School Years
* AJ 10: Introduction to the Administration of Justice
* CMUN 1A: Public Speaking
* PSYC 10: Intro to Psychology

**First Steps for High School/Gavilan Staff**

1. Gavilan staff will email High School High Step contact, to determine interest in having a High Step class on their campus.
2. Topics discussed will include, which course and preferred format (F2F, Hybrid, Online) and or day of the week.
3. High school principal, or assigned staff, will complete the High Step Checklist and Information sheet and send to Adriana Servin.
4. If the class is not a Career Education class, the information will be forwarded to the appropriate dean.
5. The course will be added to the schedule and Admissions and Records (Candice Whitney) will be notified about the course and high school location.

**Procedures For High School Students**

1. Students that are new to Gavilan will complete an online application at: CCCApply
	1. <http://www.gavilan.edu/admit/apply.php>
2. If the student is a continuing student at Gavilan, he/she does not need to complete another application.
3. If possible, Gavilan staff will go out to the high school or zoom to assist with the online application and give an orientation about how to access Gavilan account, email, and Canvas.
4. All students, new or returning, must complete a High School Contract.
	1. <http://www.gavilan.edu/admit/documents/HSContract08012016.pdf>
	2. The high school counselors will distribute these forms to the students.
	3. The contract must be signed by the student, school counselor, principal, and parent.
	4. Student will return completed form to his/her high school counselor.

**Procedures for High School Counselors**

1. Communicate High Step opportunity to eligible students.
2. Assist students and assure students have completed the Gavilan online application at: CCCApply: <http://www.gavilan.edu/admit/documents/HSContract08012016.pdf>
3. Distribute High School Contract forms to eligible students.
4. Collect completed High School Contract Forms.
5. Make sure both sides of form are completed and signed by the appropriate parties.
6. Submit High School Contract Forms to Gavilan Admissions and Records in one of two ways:
	1. Scan and email them to: Adriana Servin at amartinez@gavilan.edu and cc: Jose Morales at jmorales@gavilan.edu.
	2. Hand deliver them to: Jose Morales in Admissions and Records
	3. Completed High School Contracts can be faxed over to 408-846-4940.
7. Gavilan Admissions and Records will review paperwork and register the high school students for the class.
8. All participating students must have all paperwork completed by Gavilan’s deadline date.

**Communication Between Gavilan Instructor And High School Staff**

1. A point person at each high school should be assigned to communicate with the Gavilan instructor (i.e. a high school counselor or administrative staff). It is recommended that these two individuals meet before the class starts to discuss questions, concerns, etc.
2. **Gavilan Instructor Will Need The Following:**
	1. A copy of the high school calendar to plan for holidays, teacher in-service days, etc. If the high school is closed on a day that Gavilan has instruction, the instructor and the high school staff need to work out accommodations for that day. If it is possible, class will still be held at the high school. However, if that is not possible, class will be held on the Gavilan campus for that day.
	2. Access to a computer, internet, overhead projector, screen, and whiteboard.
	3. Keys to get into the classroom and bathrooms.
	4. Security and facilities phone numbers in case of emergencies.
3. Gavilan instructor will make sure to turn off all equipment and lock up before leaving the high school campus.

**Expectations For The High School Student**

1. This is a college course. You will be expected to act like a college student.
2. You must show up the first day of class.
3. You are expected to attend all classes unless you have a valid excuse.
4. Class will still be held even if the high school has a minimum day or a holiday.
5. The class is held once a week for 3 hours for a 16 week period. You will also be expected to spend approximately 6 hours a week outside of class completing assignments, reading the textbook, and/or studying for exams.
6. The grade you receive in the high-step class will go onto your Gavilan transcript, which is a permanent record. It will not affect your high school transcript.
7. Communicate with the Gavilan instructor if you have questions or concerns.
8. Check Gavilan email at least once a week.
9. Refer to the class syllabus in regards to absence policy, code of conduct, important dates, learning outcomes, etc.

We look forward to making this a successful collaboration between Gavilan College and the local high schools to support high school students in achieving their academic goals.

For information or questions, please contact:

Susan Sweeney, Interim Dean of Career Education

(408) 848-4757, Email: ssweeney@gavilan.edu