

**PARENT  
DYNAMIC FORMS FAQs  
CCAP/DUAL ENROLLMENT**



# Email Invitation

**From:** Cuesta College Forms <[forms@cuesta.edu](mailto:forms@cuesta.edu)>

**Sent:** Friday, February 24, 2023 10:32 AM

**To:** ~~Kristina Vestine - kristina.vestine@cuesta.edu~~

**Subject:** Cuesta Form: Permit to Enroll Form: College and Career Access Pathways (CCAP)

Your student, ~~Gina~~ has been identified as a possible CCAP/Dual Enrollment at Cuesta College. Due to change in policy, the Permit to Enroll Form: College and Career Access Pathways (CCAP) now only need to be completed once for CCAP/Dual Enrollment courses offered during the regular school day until high school graduation. *(This does not apply to Enrichment courses)*

**Step by Step Instructions on Completing the Form (Link Is [https://www.cuesta.edu/academics/documents/dual-enrollment-docs/Step6\\_parent-FAQS.pdf](https://www.cuesta.edu/academics/documents/dual-enrollment-docs/Step6_parent-FAQS.pdf))**

**To begin, creating your account: [click here](#) (Dynamic Forms link)**

**Please know: After you create your account, you will be sent a verification email. You must verify the account from the email to be able to log in and sign.**

Benefits of participating in dual enrollment courses can include:

- Higher GPAs at both high school and college
- Reduction of time in college or university
- Reduction of costs related to college
- No fees, textbook costs, or materials costs for CCAP students
- Accelerated hireability into workforce with career education (CTE) classes

If you have any questions, concerns, or issues, please contact the Dual Enrollment Office at (805) 546-3997.

Cuesta College looks forward to welcoming Gina to our college and to assist them achieving their goals!

[Click here to complete your section of the form.](#)

**Step 1: You will be sent an email from the email address "forms@cuesta.edu" once your student completes their portion of the permit**

**Step 2: The email subject will read as, "Cuesta Form: Permit to Enroll Form: College and Career Access Pathways (CCAP)"**

**Step 3: Click on the link that reads as, "To begin creating your account: click here (Dynamic Forms Link)"**

**Step 4: You will need to create a new account using your personal information**

# Account Creation

**Step 1: Enter a user name. (Must contain 8 characters and at least one letter)**

**Step 2: Set Password (must be at least 8 characters long, cannot contain your user name and must have 3 out of the 4 following:**

- Upper Case Letters**
- Lower Case Letters**
- Numbers**
- Special Characters**

**Step 3: Enter your First Name and Last Name**

**Step 4: Enter your email Address (must be the same as the email you received the original form invite in)**

**Step 5: Choose your Secret Question**

**Step 6: Enter the answer to your Secret Question**

**Step 7: Enter a Secret Question Answer Hint**

**Step 8: Click on "Create Account"**

The screenshot shows a web form titled "Create a new account" with a sub-header: "Our enrollment process is fast, easy and secure. Once enrolled, you will immediately have convenient online access to complete". The form contains the following fields and instructions:

- Username \***: Input field with placeholder "Enter a Username".  
Username restrictions:
  - Must be at least 8 characters long
  - Must contain at least one letter.
- Set Password \***: Input field with placeholder "Choose a password".
- Confirm Password \***: Input field with placeholder "Confirm your password".  
Password restrictions:
  - Must be at least 8 characters long
  - Cannot contain your username.
  - Must contain 3 of the 4 types of characters below:
    - upper case letters
    - lower case letters
    - numbers
    - special characters: @ & \$
- First Name \***: Input field with placeholder "Enter your First Name here".
- Last Name \***: Input field with placeholder "Enter your Last Name here".
- E-mail Address \***: Input field with placeholder "Enter your Email Address here".
- Confirm E-mail Address \***: Input field with placeholder "Confirm your Email Address here".
- Secret Question \***: Dropdown menu with "-- Please select --".
- Secret Question Answer \***: Input field.
- Answer Hint \***: Input field.

At the bottom of the form is a "Create Account" button.

# **VERIFICATION OF ACCOUNT**

**Step 1: You will receive an additional email (usually within seconds) asking for the verification. Click the link. You must verify your account in order for the permit to be signed and submitted.**

**Step 2: The email will ask you to answer your secret question and then you should be able to login**

**Step 3: If not, you may return to the original email and click on the link at the very bottom of the original email that reads as "click here to complete your section of the form" and enter your username and password**

# Parent Form Completion

**Step 4: Once signed in, you will see the student portion of the form completed.**

**Step 5: Scroll to the bottom of the permit and click on the button that reads as "Next" to approve**

\* **Drop Course:** If you decide to drop the CCAP course due to transferring to another college, you must notify the Dual Enrollment office immediately or drop the course within myCuesta. If you drop/withdraw you from the Cuesta College roster, you are responsible for any fees. If a course is dropped before the "census" date, the course will not appear on any student transcript. After the census date, a student will receive a W. After the last day to withdraw, a student will receive a WF. Cuesta College syllabus as well as posted in myCuesta registration record.

I have read, understand and agree to the above policies and requirements, procedures. I understand and authorize that my enrollment in CCAP is given to my high school counselor and/or principal. I also understand and authorize my high school counselor for further use and will be destroyed after high school graduation. Eligibility in CCAP participation can be revoked at any time by parent, etc.

Student Signature: Sabrina Robertson Date: 08/03/2020

Save Progress    Reject    **Next**

Click here to complete form

## Parent Form Completion.

**Step 6: Please read and check each section to indicate agreement**

**Step 7: Click on the yellow box that reads as "(click to sign), Parent Signature"**

**Step 8: When the pop-up window appears, type your name as it appears in the designated fields**

**Step 9: Click "Submit Form"**

**Step 10: The form will now go to the high school's Counselor and Principal for approval. The student will receive a confirmation when the form is completed.**

\*  I have reviewed this student's transcript and trust this student has the academic history coursework.

\*  This student is enrolled in a minimum of 240 minutes of coursework at the high school dual enrolled courses.

\*  Any changes to this student's coursework during his secondary schedule that will impact the counselor and/or instructor to notify Cuesta College immediately.

\*  Any student who chooses to drop or withdraw from Cuesta College CCAP or dual enroll deadlines as a grade will be posted if a student does not comply. This could negatively impact eligibility requirements.

\*  I understand this contract only allows the student the option of participating in CCAP or kept on file until secondary graduation. This contract can be revoked at any time by student.

\*  I understand I will have to approve each add card to verify enrollment and academic history.

\*  I understand this contract only applies to CCAP course. Enrichment students will follow <https://www.cuesta.edu/admissionsaid/apply/studenttype/dualenroll.html>.

\* (click to sign)

Counselor Signature \_\_\_\_\_ Date \_\_\_\_\_