



Dual Enrollment

2026-2027 Dual Enrollment/CCAP Academic Year Scheduling Timeline

Timeline	Task	Role(s) Responsible
Wednesday, 9/17	HS Teacher Led (All 25-26 Active/Returning Courses) Deadline: Confirmation of Faculty Designee Assignment for Academic Year	Associate Director
Friday, 9/26	HS Teacher Led (All 25-26 Active/Returning Courses) Deadline: Send All Faculty Designees Course Evaluations/Determination for Renewal Process and Timeline	Associate Director
Friday, 10/3	HS District CCAP Deadline #1: Course Request Excel and Signature Page Due for New & Returning Cuesta Led and HS Teacher Led CCAP Course Requests	Dual Enrollment Coordinators
Friday, 10/17	HS Teacher Led and Cuesta Led (New and Returning) Deadline: Send HS Teacher Led and Cuesta Led Requests to Division Chairs; Request Confirmation on Faculty Designees for Curriculum Review/New Course Requests	Associate Director
Friday, 10/24	HS District Summer Innovation Deadline: Course Request Excel and Signature Page Due for 2026 Enrichment Course Requests	Dual Enrollment Coordinators
Friday, 10/31	HS Teacher Led (New Course) Deadline: Faculty Designee Assignment Confirmation for Curriculum Reviews for New HS Teacher Led Course Requests	Division Chairs/Deans
Friday, 10/31 - Wednesday, 11/26	HS Teacher Led (New Courses) Action: Connect Faculty Designees with Potential Dual Enrollment Teacher to conduct Curriculum Review	Associate Director/ Faculty Designee/ Potential Dual Enrollment HS Teacher
Friday, 11/14	HS Teacher Led (All 25-26 Active/Returning Courses) Deadline: Fall Only HS Teacher Led Course Evaluation Paperwork Due to Dual Enrollment Office	Faculty Designees
Wednesday, 11/26	HS Teacher Led (New Courses) Deadline: Faculty Designees to Finalize and Submit Curriculum Review Docs. To the Dual Enrollment Office	Faculty Designee/ Potential Dual Enrollment HS Teacher
Tuesday, 12/2	HS Teacher Led (New Courses) Deadline: Confirmation of Deadline #1 2026-2027 HS Teacher Led Course Requests to HS Districts	Associate Director
Friday, 1/23	HS District CCAP Deadline #2: Course Request Excel and Signature Page Due for New & Returning Cuesta Led and HS Teacher Led Course Requests	Dual Enrollment Coordinators

Timeline	Task	Role(s) Responsible
Friday, 2/6	HS Teacher Led & Cuesta Led (New and Returning) Deadline: Send HS Teacher Led and Priority #2 Cuesta Led Requests to Division Chairs; Request Confirmation on Faculty Designees for Curriculum Review/New Course Requests	Associate Director
Friday, 2/20	HS Teacher Led (New Courses) Deadline: Faculty Designee Assignment Confirmation for Curriculum Reviews for New HS Teacher Led Course Requests	Division Chairs/Deans
Friday, 2/20 - Friday, 3/13	HS Teacher Led (New Courses) Action: Connect Faculty Designees with Potential Dual Enrollment Teacher to conduct Curriculum Review	Associate Director/ Faculty Designee/ Potential Dual Enrollment HS Teacher
Friday, 1/23 - Friday, 4/10	Cuesta Led (New Courses) Action: Coordinate Cuesta-Led New Course Collaboration Meetings	Associate Director
Friday, 3/13	HS Teacher Led (New Courses) Deadline: Faculty Designees to Finalize and Submit Curriculum Review Docs.	Faculty Designee/ Potential Dual Enrollment HS Teacher
Tuesday, 3/24	HS Teacher Led (New Courses) Deadline: Confirmation of Deadline #2 2026-2027 HS Teacher Led Course Requests to HS Districts	Associate Director
Friday, 4/10	HS Teacher Led (All 25-26 Active/Returning Courses) Deadline: Fall Yr Round/Spring Only HS Teacher Led Course Evaluation Paperwork Due to Dual Enrollment Office	Faculty Designees
Early May	HS Teacher Led and Cuesta Led (New and Returning) Deadline: Send Dual Enrollment Coordinators Final 2025-2026 Dual Enrollment/CCAP Course List for Review & Confirmation	Associate Director/ Dual Enrollment Coordinators
Friday, 5/15	Final Date to Finalize Next Academic Year Course Offerings; Submit Course List to June BOT Meeting	Associate Director
Thursday, 5/21 3:30-4:15pm	(Optional) Meet and Greet w/ Dual Enrollment Office: All New High School Dual Enrollment Teachers	Associate Director; New Dual Enrollment Teachers
Early June	Facilitate Sending 2026-2027 CCAP Course list to High School District Board of Trustees for approval	Dual Enrollment Coordinators
Friday, 6/5	Deadline: Submit Bell Schedules, Instructional Calendars, Master Schedules to Dual Enrollment Office	Dual Enrollment Coordinators
June - August	HS Teacher Led (New and Returning) Action: Work with IT, Enrollment, Instructional Specialists on Building of HS Teacher Led Course Schedule	Associate Director
TBD Mid-August	(Required) New Dual Enrollment Teacher Orientations: High School Teacher Led Model & Cuesta Led Model	Associate Director/ New Dual Enrollment Teachers

Off-Cycle Course Requests:

- Submit Course Request Excel and Fully Signed Off-Cycle Signature Page to Associate Director
 - Timeline will be established upon Official Course Request Paperwork is submitted