



Dual Enrollment

New One-Time Dual Enrollment Permit to Enroll (PTE) Frequently Asked Questions

Below you'll find a list of Frequently Asked Questions for the transition to a One-Time Dual Enrollment Permit to Enroll. If you do not see your question addressed below, please contact the following individuals:

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GENERAL:

What is causing the change in processes?

[Memo Number ESS 23-45; Dec 7, 2023](#)

In consultation with CCC system stakeholders and dual enrollment experts, the Chancellor's Office is deepening efforts to support the expansion of pathway-aligned dual enrollment opportunities. Two areas of regulatory change were identified with the intent of reducing barriers to student participation in dual enrollment programs:

- First, parental or guardian consent for student participation in dual enrollment should not be required by community college districts each time a student enrolls in a dual enrollment course. This regulatory action establishes that parental or guardian consent, once given, is effective until it is revoked. This clarification will eliminate substantial administrative burden on parents, students, and at community college districts associated with maintaining and updating consents.
- Second, community college districts are prohibited from requiring student transcripts or social security numbers as a condition of dual enrollment.

What information is changing on the Permit to Enroll?

The one-time Permit to Enroll (PTE) will only require both parent and principal (or Principal designee) signatures — the counselor signature is no longer needed on a one-time Dual

Enrollment Permit to Enroll. One signature from the parent and Principal/Principal Designee now covers all three Dual Enrollment programs with Cuesta College (College and Career Access Pathways or 'CCAP', Enrichment, & Non-Credit HS.)

What is the process for establishing a one-time PTE?

Insert Electronic Process (form available in English and Spanish)

Insert Paper Process (form available in English and Spanish)

Who do paper PTE's get submitted to?

Cuesta Admissions & Registration and the Dual Enrollment/CCAP offices will both be collecting and documenting paper PTE's for all programs.

Please note that it is recommended that Enrichment students submit paper PTE's to Cuesta's Admissions team, if possible.

Do students need to submit one registration clearance form per class?

Yes – this new registration process is course specific for both CCAP (course specific and CRN specific) and Enrichment programs (course specific only). Students will need to submit a registration form for each course they want to enroll in. Please make sure each course information is entered correctly. Access the form [here](#).

I am experiencing technical issues with the Dynamic Form – who do I contact for support?

For technical support, please contact either of the following departments:

Cuesta College Admissions & Registration Office at (805) 546-3140 or admit@cuesta.edu

Cuesta College's Dual Enrollment/CCAP Office at 805-546-3997 or ccap@cuesta.edu

STUDENT SECTION:

Are any students grandfathered into having a one-time Permit to Enroll for all of Dual Enrollment?

Yes, students with an active CCAP Permit to Enroll or those who have completed a term-specific Enrichment Permit to Enroll (via the Enrichment Program or the Summer Non-Credit Program) are now grandfathered in, allowing them to have a permit valid for the duration of their high school enrollment.

How can a student confirm if they have already completed a Permit to Enroll in the past (grandfathered in)?

Soon, this information will be available for a student in their myCuesta portal to verify. *More information to come.*

All students who have registered for a CCAP or Enrichment class at their current high school have a valid Dual Enrollment Permit to Enroll.

Students can also contact the following offices:

Cuesta College Admissions & Registration Office at (805) 546-3140 or admit@cuesta.edu

Cuesta College's Dual Enrollment/CCAP Office at 805-546-3997 or ccap@cuesta.edu

How can a student check the status of the one-time PTE?

Students will be able to check their PTE & enrollment form status through student self-service.

More information to come.

What if a student made an error on the PTE that they submitted electronically and would like to update the form? (Ex: included the wrong parent email, graduation year, etc.)

Please contact the Dual Enrollment office at (805) 546-3997 or via email ccap@cuesta.edu for assistance on updating your PTE.

What if a student submits a one-time PTE even though they have already submitted a PTE in the past and are grandfathered in? Will this cause any issues?

If a student submits another PTE, this should not cause any issues.

I have completed my one-time PTE, am I now clear to enroll in a course?

CCAP Enrollment Form: [here](#)

- This is a course specific form – tied to HS schedule.
- Counselor signature is required.
- Admissions & Registration staff register students upon completion of all CCAP enrollment steps.

High School Enrichment Registration Clearance Form: [here](#)

- This is a course specific form – there is no option for multiple courses.
- Designee signature is required.

What happens if a student changes high schools?

Given that Permits to Enroll are site specific, if a student changes high schools, they will need to re-submit a PTE that includes the high school the student is now in.

If I attend a charter, home, or out of county school, how do I go about being cleared to enroll?

On the form, student will be asked to indicate what school they attend. If a student attends a home school, they will be asked to upload the home school affidavit. If the student attends a charter or out of area school, insert the counselor's information to route the form to the appropriate contact.

PARENT SECTION:

What role is changing for parents/guardians?

There will now be one time parental/guardian consent for student participation in all dual enrollment – this is valid for all of high school.

How can a parent revoke permission to participate in Dual Enrollment for their student?

A parent can revoke permission for their student to participate in Dual Enrollment by completing the following form: [here](#)

Can a parent obtain status updates regarding the student's PTE?

The Family Educational Rights and Privacy Act (FERPA) protects privacy of a student's educational records by placing limits on whom may have access to student records which includes grades. Cuesta College complies with FERPA and has strict policies and procedures in place governing student records. Because students who participate in these programs are Cuesta College students (even if under 18), Cuesta College does not permit access to their educational records or disclose information to anyone (including parents).

Important Information:

More details about FERPA can be found here: [FERPA Regulations](#)

To confirm student's identity via phone or in-person, should a student forget to bring photo identification, students may complete a [release authorization](#) available in myCuesta. Students may also authorize a third-party access to their student records.

SCHOOL STAFF SECTION:**What role is changing for the HS Counselor?**

A counselor signature is no longer required for the one-time PTE.

Please note that a counselor signature will still be required for the CCAP Enrollment form.

What role is changing for the Principal/Principal Designee?

There will now be one time Principal/Principal Designee consent for student participation in all dual enrollment – this is valid for all of high school.

A HS staff member is not listed as the designee, how can that be updated?

Please complete the Principal Designee Authorization Form: [here](#).

A HS staff member is listed as the designee and needs to be removed, how can that be updated?

Please complete the Principal Designee Authorization Form: [here](#).