

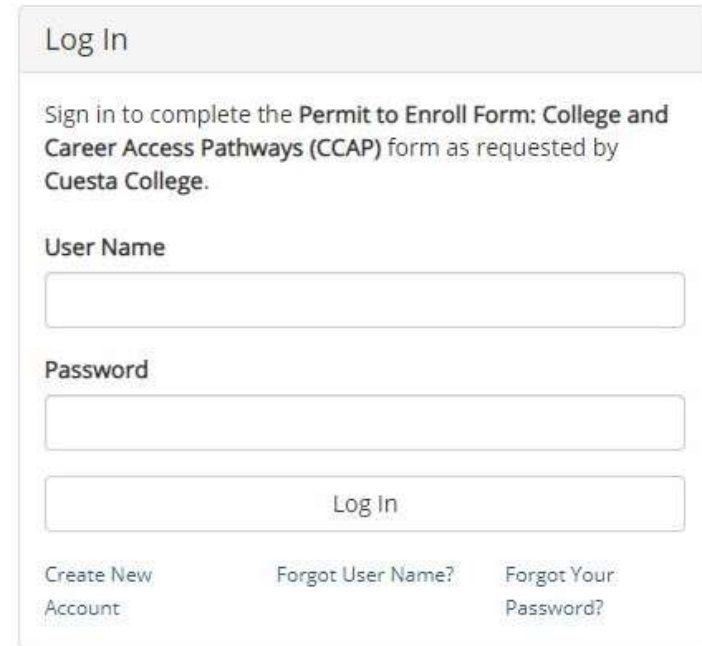
PARENT DYNAMIC FORMS FAQs CCAP/DUAL ENROLLMENT



Last updated: 08/03/2020 SSR

Email Invitation

- Once a student completes the form, you will be sent an email from dontreply@forms.cuesta.edu
- The Email subject will be Cuesta College: Dual Enrollment Consent for "Student's First Name"
- Click on the link "Click here to complete your section of the form"
- You will see a login screen. You cannot sign in as the student.
- You will need to create a new account (once an account is created, you can just enter your user name/password)



Log In

Sign in to complete the **Permit to Enroll Form: College and Career Access Pathways (CCAP)** form as requested by Cuesta College.

User Name

Password

[Create New Account](#) [Forgot User Name?](#) [Forgot Your Password?](#)



Account Creation

1. Enter a user name. (must contain 8 characters and at least one letter)
2. Set Password (must be at least 8 characters long, cannot contain your user name and must have 3 out of the 4 following:
 1. Upper Case Letters
 2. Lower Case Letters
 3. Numbers
 4. Special Characters
3. Enter First Name/Last Name
4. Email Address (must be the same as the email you received the original form invite in)
5. Choose the Secret Question
6. Enter the Secret Question Answer
7. Enter a Secret Question Answer Hint
8. Click on “Create Account”

The screenshot shows a web form titled "Create a new account" with 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 placeholder "-- Please select --".
- Secret Question Answer ***: Input field.
- Answer Hint ***: Input field.
- Create Account**: Button at the bottom left.

VERIFICATION OF ACCOUNT

- 1.You must verify your account.
- 2.You will receive an additional email (usually within seconds) asking for the verification. Click the link.
- 3.It will ask you to answer your secret question and then you should be able to login

Parent Form Completion

1. Once signed in: you will see the student portion of the form completed.
2. Scroll to the bottom and click on “Next” to approve
3. You may also click on “Reject” if you choose to not sign the form

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

I have read, understand and agree to the above policies and requirements, policies and procedures. I understand and authorize that my enrollment 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, cc

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Sabrina Robertson 08/03/2020
Student Signature Date

Save Progress Reject Next

Click here to reject form Click here to complete form

Parent Form Completion

4. Please read and check each section to indicate agreement
5. Click on the “Signature”
6. When the pop up window appears, type your name in the Name Fields
7. Click “Submit Form”

The form will now go to the high school (Counselor and Principal) for approval. The student will receive a confirmation when the form is completed.

Students will register in their CCAP class using a specialized CCAP Enrollment Form.

The screenshot shows a form with several sections. At the top, there are seven checkboxes, each with a text description. A green arrow points from the first checkbox down to a signature field. The signature field has a yellow background and contains the text "(click to sign)". Below the signature field are two lines for "Counselor Signature" and "Date". At the bottom of the form, there are four buttons: "ous", "Save Progress", "Reject", and "Submit Form". A green arrow points from the "Submit Form" button up to the signature field.

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 _____

ous Save Progress Reject Submit Form