

* = required field



Important Information / Conditions for Dual Enrollment

California Community Colleges are open to all individuals 18 years or older or high school graduates, regardless of age. There is an educational system in place to respond to the needs of minors pursuing educational goals, and the community college offers opportunities for students seeking enrichment and/or vocational experience not available at their institutions. Eligibility to participate in this opportunity is determined by the community college and may not displace or reduce access for adult college students.

Parents / guardians of West Hills College Lemoore students under the age of 18 are responsible for their children, including but not limited to transporting them to class and retrieving them after class. Please be aware that periodically classes may end early, may be canceled without prior notification or may vary from the scheduled time or place.

Registration

- Dual enrollment students' registration must be processed by a West Hills College Lemoore admissions official. Only those classes identified and approved on the Dual Enrollment Request form will be allowed for enrollment.
- Because dual enrollment student registration may not displace or reduce access for adult college students, high school students are not permitted to be placed on a waitlist or register for courses with a waitlist.
- After officially enrolling in classes, a dual enrollment student will not be able to make changes to their class schedule. However, dual enrollment students may use other functions available in the WHC student portal such as paying fees, printing a class schedule, etc.
- Please contact the Office of Admissions and Records if you have questions regarding adding or dropping courses. Changes to a dual enrollment student's schedule must be requested by submitting a revised Dual Enrollment Request form.
- All students requesting to add a course on or after the first day of class must also contact the instructor to request authorization to add before registration can be processed. Add authorization is granted at the discretion of the instructor.

Home Schools

- Students enrolled in home school programs must provide proof that the home school is registered with the State of California. Please provide a copy of the State of California Private School affidavit.
- Per California Education Code Section 33190, every person, firm, association, partnership, or corporation offering a fulltime day or boarding school at the elementary or high school level must file an affidavit.

Payment of Fees

- The California enrollment fees are waived for dual enrollment students who enroll in 11 units or less, provided that those units fulfill high school or college credit. Students must pay all other fees, which may include (but are not limited to): material fees, student center fees, Associated Student Body (ASB) fees, or student representation fees. These fees may be waived for students enrolling exclusively in courses that are covered under a College and Career Access Pathways (CCAP) agreement.
- Fees must be paid within 24 hours of registering for courses. If payment is not received, students may be dropped from the course(s).
- Students are responsible for the costs of all textbooks and materials outlined in their course syllabi, except for courses that are covered under a CCAP agreement.

Deadlines

- Dual enrollment forms must be submitted to West Hills College Lemoore with all required approvals, at least 14 days before the start of any section a student is requesting. Because the electronic form must be routed for approval to the student's parent/guardian and subsequently the high school dual enrollment official, students should plan ahead to allow sufficient time for all approvals to be completed.
- All classes have a Last Day to Add, Last Day to Drop with a refund, Last Day to Drop without a W, and Last Day to Drop/Withdraw with a W. Students are responsible for knowing these important dates.
- It is the student's responsibility to read the Academic Calendar to ensure that they meet these deadlines. Deadline dates can also be found on the West Hills College Lemoore website. If you have any questions related to admissions, registration, fees, ordering transcripts, etc., please contact the Eagle Help Desk at 559-925-3317 or email admissionslemoore@whccd.edu for assistance.

First Day of Attendance

- Dual enrollment students must be in attendance on the first day of instruction for each class enrolled. Students must perform all first day assignments in online classes. Failure to attend or complete required assignments may result in being dropped from the course due to non-participation.

Prerequisite Requirements

- When a course has a prerequisite, students are required to have pre-existing knowledge to be successful in the course. For example, successful completion (a grade of C or better) is required in SPAN 1 or a full year of high school Spanish is required to be considered for enrollment in SPAN 2.
- Students must submit a copy of their high school transcripts for WHCL to evaluate whether the student meets any course prerequisite. If the student has completed the prerequisite course at a different college, they must submit an unofficial transcript to receive a prerequisite waiver.
- The prerequisite requirement must be cleared prior to registration.

Academic Records

- All Dual Enrollment students are subject to the guidelines of the Federal Family Educational Rights and Privacy Act (FERPA). Student records can only be released to the student or under a release signed by the student to their designee. Students can request a FERPA release form from the Eagle Help Desk.
- All grades issued in WHCL courses will become part of the student's permanent college transcript. Grades and units earned can affect future applications for financial aid and college or university applications.
- It is the student's responsibility to request official transcripts for other institutions. WHCL will provide the first two official transcripts free of charge.

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