

## **Coursework Options Outside of IUSD**

WHS students inquire about taking classes at a different high school, a community college, or on-line for a variety of reasons. Please read this document carefully and completely because our credit transfer policy has recently changed.

**Coursework options fall into one of two categories:**

**1) Courses used to meet IUSD graduation requirements: All courses, INCLUDING HEALTH, used to meet IUSD graduation requirements must be taken through IUSD.**

Students wishing to appeal this requirement due to significant and unique extenuating circumstances must:

1. complete a “Request for Off Campus Coursework to be Added to WHS Transcript” form available from the counseling secretary in the counseling office.
2. meet with assigned counselor to review the request and obtain a signature.
3. submit form to the counseling secretary for administrative review

Forms are reviewed every Tuesday afternoon by the WHS administration and will be returned for your pick up in the counseling office. Students should exhaust all opportunities to complete coursework at Woodbridge High or through IUSD summer school before requesting approval to take courses elsewhere. Please note:

Courses completed but not approved prior to enrollment **will not** be entered on the WHS transcript.

Not all courses taken outside of IUSD will meet prerequisites for WHS classes. Courses in Math and World Languages from community colleges and on-line programs do not meet WHS course prerequisites.

**After the “Request for off campus coursework to be added to WHS transcript” form is approved, students must provide an official, sealed transcript from any accredited school or program outside of IUSD to have the classes and credits entered onto WHS transcripts.** Woodbridge High School will only accept credit from schools, colleges, and on-line programs recognized by the US Department of Education through accreditation by regional accrediting agencies (for example) Western Association of Schools and Colleges (WASC) or the California Department of Education (CDE).

**2) Courses used to meet college entrance requirements or courses for personal enrichment:**

Students are welcome to take coursework beyond WHS or IUSD to fulfill college entrance requirements or for personal enrichment. *Classes completed to meet college entrance requirements or taken for personal enrichment will not be entered on the WHS transcript since they will not be applied toward high school graduation requirements.* Registration documents for our local community colleges require an administrator’s signature but completion of the “Request for Off Campus Coursework to be Added to WHS Transcript” Form is not necessary.

4 year college applicants will enter applicable coursework and grades onto their college applications directly and/or submit dual transcripts (WHS and community college, independent study, or on-line program) during the college application process to verify both high school and community college, independent study, or on-line course completion.

Although approval is not required for classes taken to meet college entrance requirements, not all courses will meet prerequisites to continue in WHS classes. Courses in Math and World Languages from community colleges and on-line programs will not meet WHS course prerequisites. Please check with Alicia Foulk, WHS assistant principal, to see if the class you plan to take will fulfill WHS course prerequisites.

**Once you have determined if you will need to seek approval for the course you’re considering, please continue reading on the reverse for details about school options for coursework completion:**

**A few of the local area private high schools** that offer summer programs accessible to our students are: MaterDei, Crean Lutheran, Sage Hill, and Halstrom Academy (independent study). Be sure to check enrollment dates for conflict with the IUSD calendar. The cost for these programs varies but is required.

**Community Colleges or Universities:** Students should go to the community college website(s) to determine the class that best fits their need. Please refer to the community college website directions for “K-12 concurrent enrollment” for necessary community college forms and registration steps. In addition, IUSD students must complete a “Request for Enrollment in a College Class” notification form that requires a parent signature. Students will return the signed “K-12 concurrent enrollment” form to the community college directly. The signed “Request for Enrollment in a College Class” form will be retained at WHS. Be aware that K-12 students are at “the back of the line” for enrollment into community college classes and students may want to apply to multiple community college programs simultaneously to improve the likelihood for enrollment. Approval for college course completions requires the following:

- a) Students must demonstrate adequate preparation in the discipline to be studied
- b) Students should exhaust all opportunities to enroll in an equivalent course at the high school
- c) For any particular grade level, community college approval is limited to 5% of the total number of students who completed that grade immediately prior to the time of recommendation

**Online Providers:** Woodbridge counselors are unable to recommend a specific on-line provider. Students must research their on-line options and determine their own best option in terms of class availability, flexibility, and cost. 4 year college applicants will need to enter the name of the site where online coursework was completed, dates of enrollment, course title, and letter grade(s) onto their college applications directly and/or submit dual transcripts during the college application process in the student’s senior year.

*Students should use caution when choosing online courses to meet college entrance requirements.* Most, *but not all*, colleges and universities view online courses in the same light as regular high school coursework. To check if an online course is approved by the University of California and Cal State systems please refer to <https://hs-articulation.ucop.edu/agcourselist#/list/search/institution> Enter, then select, the name of the online provider and the UC approved a-g course list specific to that program will appear for your review. You can also use this online tool to search for approved online programs and classes. For a 4 year college or university other than the University of California or California State University campus, students should verify the online coursework being considered directly with the college admissions office.

If you are an athlete who intends to compete in collegiate athletics, you should also be aware that many online classes that may meet college entrance requirements *are not* approved by the NCAA. Check the NCAA website for detailed information.