

AP 5011 Admission and Concurrent Enrollment of High School and Other Young Adults

Reference:

Education Code Sections 48800, 48800.5, 76001, and 76002

Admission criteria and procedures for younger students enrolling in the community college:

Special Part-Time High School Student (11th and 12th grade): To be considered for admittance as a special part-time high school student at the college, the student must meet the eligibility standards as established in Education Code Sections 48800 and 76001. In rare circumstances, students younger than 16 or 11th grade may be permitted to enroll. The student's school must provide transcripts and a signed letter from the principal indicating how his/her opinion the student can benefit from instruction. The Vice President of Student Services will make the determination as to whether the student has the abilities and sufficient preparation to benefit from instruction at a community college.

1. Admission is subject to seat availability. The student must submit and meet the following requirements to the Admissions department:
 - A. Completed application for admission.
 - B. Written and signed parental or guardian consent, on the Special Admit Form. Special Admit form is required each semester regardless of continuous attendance.
 - C. Written and signed approval of the applicant's school principal. (Note: A parent or guardian of a pupil who is not enrolled in a public or private school may petition directly to the Superintendent/President or designee without the signature of a principal.) **If the student is home schooled, he/she must provide verification that the home school program is recognized and approved by the county department of education.**
 - D. Demonstration that the student is capable of profiting from instruction. The Director of Admissions or Vice President of Student Services has the authority to make the final decision whether a student can benefit from instruction.

- E. High school students must be at least 16 years of age and have completed their sophomore year of high school (California Education Code: 76002/48800.5).
- F. Placement testing is required for all special admit students under the age of 18.
- G. Students must obtain instructor approval before enrolling into his/her class. After receiving instructor approval, students may register during open registration. Students can refer to the priority registration schedule each semester to determine the open registration time period. Registration will be processed by the Admissions Office upon receiving the Special Admit Form with all required signatures.
 - 1) Special admit high school students will pay the same enrollment fee as any other regular community college student (California Education Code 76300). Exceptions: Public high school students in the West Kern Community College District service area are exempt from enrollment fees for the spring and fall terms. The West Kern Community College service area is defined as those residing in zip codes 93268, 93224, 93258, 93276, and 93252. All students must pay enrollment fees during the summer semester.

2. Limitations:

- A. Students may not enroll in more than 11 units per fall and spring terms; and up to 5 units in the summer term. (Education Code Section 76001.d)
- B. Special part-time high school students will not receive priority registration status. (Education Code Section 76001.e.) In order to ensure that these students do not displace regularly admitted students.
- C. Students who have previously enrolled and who have dropped their courses and/or have not made satisfactory progress will not be allowed to continue in the Special Admit Program.
- D. Enrollment of non-public school aged children at the College is not permitted as substitute for the student's K-12 educational program as required by the State of California.
- E. Students may take college level courses that are transferrable (courses numbered 1500 or higher) with the exception of Math 1060, (California Code of Regulations – Title 5: 55002(a)/76002(b)) on a

seats-available basis with permission from a parent, their school principal, and the instructor of the course.

- F. Enrollment in physical education courses have been restricted or excluded.
 - G. Special admit students are eligible for membership in groups/clubs; however, membership does not change registration priority for enrollment purposes.
3. For the purposes of receiving state apportionments:
- A. A community college district may include K-12 pupils who attend a community college within the District pursuant to Sections 48800 and 76001 in the District's report of full-time equivalent students (FTES) only if those pupils are enrolled in community college classes that meet all of the following criteria:
 - 1) The class is open to the general public.
 - 2) The class is advertised as open to the general public in one or more of the following:
 - a. The college catalog.
 - b. The regular schedule of classes.
 - c. An addendum to the college catalog or regular schedule of classes.
 - B. If a decision to offer a class on a high school campus is made after the publication of the regular schedule of classes, and the class is solely advertised to the general public through electronic media, the class shall be so advertised for a minimum of 30 continuous days prior to the first meeting of the class.
 - C. If the class is offered at a high school campus, the class may not be held during the time the campus is closed to the general public.
 - D. K-12 students may not enroll in lab only physical education courses.

Special admit high school students will pay the same enrollment fee as any other regular community college student (California Education Code

76300.) Exceptions: Public High school students in the West Kern Community College District service area are exempt from enrollment fees for the spring and fall terms. All high school students must pay enrollment fees during the summer sessions. The West Kern Community College service area is defined as those residing in zip codes 93268, 93224, 93258, 93276, and 93252.