



Important Facts on Concurrent Enrollment in College Classes held on the High School Campuses

Admissions

- All students must complete an Application for Admission to City, Mesa, or Miramar College (<https://applyonline.communitycollege.net/studentappview.cfm>).
- Students must also complete the *Supplemental Application and Certification of Special Part-Time High School Student* (yellow form).
 - The completed form must be signed by the parent and/or guardian.
 - The completed form must be signed by the high school Principal/Vice Principal.
- The number of college courses enrolled shall be two courses not to exceed nine units..
- The grade level of the student enrolled in college courses shall be determined by the high school.
- All fees for college courses shall be waived.

Academic Standards

Enrollment in college courses requires students to take responsibility for their education.

- Students are required to adhere to all Academic Standards for college courses including add, drop, and withdrawal deadlines – exceptions will not be made.
- Students who do not pass college courses with a “C” or better will not be permitted to enroll in a college course in a future semester while in high school.
 - Exceptions will be considered based upon agreement between the high school guidance counselor and the college.
- High school students taking college classes are creating a permanent academic record that will follow them throughout their higher education and employment pursuits.
- Students with disabilities seeking academic accommodations must apply for services through the college DSPS office where the course is offered.

Course Content and Materials

- College courses are designed for adults. As such, topic discussion and course materials are designed for adults. Course content and requirements will not be modified to accommodate minor students.
- Students are expected to report to the first class meeting with all required books and materials.
- The high school is responsible for purchasing and distributing all textbooks and course materials.

Communication with Instructors

- High school students enrolled in college classes are expected to act independently and communicate directly with instructors.
- College class instructors are not required to communicate with parents, even with permission of the student.
- If a parent has a concern about a college class, all inquiries should be directed to the high school, not the college instructor.
- Students are encouraged to bring any concerns about their college class directly to their instructors.

Student Records

In accordance with the California Education Code and Family Educational Rights and Privacy Act of 1974 (FERPA), parents of students taking college classes (regardless of age) do not have a right to access their student’s record without written permission from the student.

Student Code of Conduct

All students enrolled in college classes are expected to adhere to the San Diego Community College Student Code of Conduct (<https://www.sdccd.edu/about/departments-and-offices/student-services-department/forms-brochures-newsletter/brochures.aspx>). Violations of the Code of Conduct are subject to disciplinary action.



San Diego Community College District Supplemental Application and Certification of Special Part-Time High School Student

City
 Mesa
 Miramar
 ECC
 Fall
 Spring
 Summer
 Year: 20_____

Name: _____ Student ID Number: _____
 (PRINT) Last First MI

Current Grade Level: _____ Expected High School Graduation Date: _____

Admission Regulations:

1. Students must have completed the 10th grade.
2. A student may take a maximum of **one course** per college semester. This maximum includes classes at City, Mesa, and Miramar Colleges and ECC (including classes taught on the high school campus or in partnership programs).
3. Partnership agreements may have alternative or other specific enrollment guidelines.
4. High school students must satisfy course prerequisites and eligibility requirements. Proof required – contact the college for information.
5. Physical education activity classes will not be permitted for enrollment.
6. The course must be advanced scholastic or technical (college degree applicable). Contact the college Admissions Office for details.
7. Students will be given college credit for all courses. Grades will be part of the student's permanent college record.
8. I have received and read the *Important Facts of Concurrent Enrollment*.

Academic Standing Rules:

1. Students must maintain a 2.0 grade point average each semester in all college work.
2. Students must not receive a "W", "I" and "NP" in any college semester or the student will be academically disqualified.
3. A special part-time student whose grade point average falls below a 2.0, or who does not complete 60% of all units attempted will not be permitted to re-enroll.

I have read the Admission Regulations and Academic Standing Rules stated above and understand the eligibility requirements thereof.

Student Signature: _____ Date: _____

HIGH SCHOOL CERTIFICATION (to be completed by the high school)

- This is to certify that at _____ at: _____ high school has
 (Student's Name) (Name of High School)
 my recommendation to attend community college based upon their ability to benefit from advanced scholastic work in accordance with California Education Code Section 48800.5.
- The above student is approved to attend the course listed below with the San Diego Community College District during the: Fall Spring Summer Year: 20_____

Course Number	Course Reference Number (CRN)	Subject Area	Units	Class Meets						
				Hours (Begin/End)	M	T	W	Th	F	S

- I certify that the course is not available at the school of attendance.
- I certify that any ADA for this student is claimed in accordance with the law.
- I certify that in conformity with California Education Code, no more than 5% of this student's class is participating in concurrent summer enrollment at a community college.
- I certify that this student's enrollment is consistent with the admission regulations above.

Principal/Vice Principal Name: _____ Date: _____
 (PRINT) Last First

Principal/Vice Principal Signature: _____

School Telephone: (_____) _____



Student ID Number: _____

Student's Name (PRINT): _____

PARENT/GUARDIAN PERMISSION FOR MINOR CHILD TO ENROLL IN A COLLEGE CLASS

(to be completed by the Parent/Guardian)

I grant permission for my child, _____, to
(Student's Name)
enroll in the indicated class(es) listed herein during the: Fall Spring Summer Year 20_____

Indicate College: City Mesa Miramar ECC

- I understand that in accordance with state & federal law, I will not have the right to access my child's college records without their written consent or a court order.
- I understand that students attending classes on the college campuses are guests and must comply with all policies of the District including the Student Code of Conduct (Board of Trustees Policy, *BP 3100*). Students who violate District policies will be subject to removal.
- I have received and read the *Important Facts of Concurrent Enrollment*.
- Note that some private institutions may not grant college credit if the student also received high school credit for the same course.

Parent/Guardian Name: _____
(PRINT) Last First MI

Signature: _____ Date: _____

MINOR'S AUTHORIZATION CONSENT FOR MEDICAL TREATMENT

(to be completed by the Parent/Guardian)

- In cases of illness, injury or life threatening emergencies, I hereby authorize San Diego City, Mesa and/or Miramar College Student Health Services staff to assess and treat my child.
- Permission is also granted to provide a referral to an outside physician and facility, if deemed necessary by health care providers.
- This permission does not cover special elective procedures requiring local anesthesia (suturing, biopsy, toenail removal). Parent/guardian will be contacted via telephone, and sent consent form for permission to perform these procedures.
- Per state law, parental permission is NOT required in cases of treatment of sexually transmitted disease and contraception (birth control).
- Nominal fees may be charged for laboratory, pharmacy, and special procedures deemed necessary by health care providers at the college Student Health Services. Payment of these fees will be required at the time services are received.
- I authorize the college to provide medical treatment to my child in case of emergencies.

Parent/Guardian Name: _____
(PRINT) Last First MI

Parent/Guardian Signature: _____ Date: _____

ACCESS TO STUDENT RECORDS

(to be completed by the student)

I, _____, hereby authorize access to all of my academic records
(Student Name)
maintained by the San Diego Community College District to the following school/person/organization listed below:

School/District: _____

Parent/Guardian: _____

Organization/Other Third Party Designee: _____

This authorization will be effective beginning: _____ through: _____
(Term) (Term)

Student Signature: _____ Date: _____