ADMINISTRATIVE REGULATION 5011
SOUTH ORANGE COUNTY STUDENTS
COMMUNITY COLLEGE DISTRICT

ADMISSION OF CONCURRENTLY ENROLLED K-12 STUDENTS

I. ADMISSIONS ELIGIBILITY

The Dean of Enrollment Services is responsible for the admission processes and residency determination for all applicants. The Colleges are authorized to admit students who do not possess a high school diploma, and who are currently enrolled in primary or secondary school and who can benefit from advanced scholastic or career/technical course work. The responsibility to make the determination of the student’s academic preparation belongs to the K-12 school in which the student is enrolled. Enrollment is subject to seat availability.

The Colleges retain the authority to restrict admission or enrollment of a special part time or full time student in any term, session, course or section based on age, grade level completion, or current school performance. Students admitted to the Colleges will be required to complete assessment and placement procedures in compliance with matriculation regulations.

Enrollment in college courses will be for college credit. Acceptance of completed college courses toward high school graduation requirements will be at the discretion of the high school or school district.

II. ADMISSION PROCEDURES – PART TIME ENROLLMENT

To be considered for admission as a concurrently enrolled part-time student, the student must:

1. Submit an Admission Application (not required if enrolled in the immediately preceding semester or term.)
2. Submit a copy of the Department of Education Affidavit for a student who is home schooled.
3. Complete a K-12 Special Admission Request form which must be signed by the student, student’s parent, and the high school principal or principal’s designee. (Must be submitted every semester of attendance)
4. Be approved by the instructor, and Dean if appropriate, for students attending grades K-8.
5. Meet course prerequisites.

Concurrently enrolled students:
1. Must abide by all regulations and policies governing regular students
2. Are not afforded any special supervision before, after or while attending class.
3. Must fulfill their minimum day requirement at their high school, middle school or elementary school.
4. Will be given low priority registration time.
5. Are restricted to a maximum of 11 units per term.
6. Will be permitted to enroll in only course(s) approved by their primary or secondary school and the college.
7. Students enrolled in grades 9 – 12 at California high schools will be exempted from paying the enrollment fee. However, if the student is classified as a non-resident, the student will be required to pay all applicable nonresident fees.

If the request for part time special admission is denied, the college shall inform the student of its findings and the reasons for denial within 60 days.

III. ADMISSION PROCEDURES – SPECIAL FULL TIME ENROLLMENT

To be considered for admission as a Special Full Time applicant, the student must:
1. Submit an Admission Application
2. Complete a Special Full Time Admission Request
3. Submit a recent official primary or secondary transcript
4. Submit letters of recommendation from a primary or secondary English or Mathematics instructor and the principal or high school counselor.
5. Submit a letter from the primary/secondary school district releasing this student from compulsory attendance.

If the request for full time special admission is denied, the college shall inform the student of its findings and the reasons for denial within 60 days.

IV. FAMILY EDUCATION RIGHTS AND PRIVACY ACT

As stipulated in the Family Educational Rights and Privacy Act, rights to information contained in educational records transfer to the student upon admission to the colleges. Refer to BP 5615 and AR 5615 for additional information.

V. CONDITIONS FOR REPORTING ON THE CCFS-320 REPORT

When the college permits enrollment of K-12 students in physical education/kinesiology classes, FTES will not be reported where the K-12 enrollment exceeds ten percent of the total enrollment for that section.
The college will not report FTES for special part time or special full time students enrolled in physical education/kinesiology courses when that enrollment exceeds five percent of district’s total reported FTES for special full-time or special part time enrollment.

The South Orange County Community College District standards of admission, application criteria and requirements will be published on an annual basis in each district college catalog.

Reference:
U.S. Department of Education regulation on the Integrity of Federal Financial Aid Programs under Title IV;
34 Code of Federal Regulations Part 668.16;
California ECS 48800.5, 76000, 76001, 76002, 76032, 76140