

I. Admission and Concurrent Enrollment of High School Students

High school students must apply and follow the admissions process every term (fall, spring, summer, winter).

A. Admission as Special Part-Time Student – 11<sup>th</sup> & 12<sup>th</sup> Grade Students A

student is considered to be in 11<sup>th</sup> grade once 10<sup>th</sup> grade is completed. For example, a student who has completed the 10<sup>th</sup> grade in the spring is considered to be in the 11<sup>th</sup> grade in the summer session following 10<sup>th</sup> grade.

1. Requirements for Admission – Required Authorization

El Camino College may admit as special part-time 11<sup>th</sup> or 12<sup>th</sup> grade students for advanced scholastic and vocational credit courses, provided the student has:

- a) Submitted an application for admissions online to El Camino College.
- b) Submitted a completed Concurrent Enrollment Application (CEA) form to the appropriate admissions office with the following requirements:
  - 1) Obtained written parental consent on the CEA form
  - 2) Obtained the written recommendation of the principal or designee and authorization of the governing board of the school which the student attends on the CEA form
  - 3) The student has signed the CEA form
  - 4) The authorized courses are specified
  - 5) The CEA form is submitted to Admissions by the deadline.

2. Requirements for Admission – Preparation and Opportunities

Enrollment in specific courses is subject to the following requirements.

- a) The student has demonstrated adequate preparation in the discipline to be studied.
- b) The student has availed himself or herself of all opportunities to enroll in equivalent courses through his or her school of

attendance.

3. Limitations on Enrollment for 11<sup>th</sup> or 12<sup>th</sup> Grade Students

- a) As special part-time students, are limited to enroll in a maximum of eleven units in primary terms (fall and spring, eight units during intersession).
- b) May not enroll in a physical education activity course during an intersession.
- c) May not enroll in a physical education activity course without dean approval during a primary term (fall or spring semester).
- d) May not enroll in an El Camino College course to alleviate a high school deficiency.
- e) May be blocked from future participation in concurrent enrollment if the student drops courses or fails to make satisfactory academic progress.
- f) Will receive low enrollment priority.
- g) Applying for concurrent enrollment, are not guaranteed a seat in a class.
- h) Will be limited to register for only those classes approved on the CEA form. Registering for non-approved classes will result in loss of concurrent enrollment privileges, and forfeiture of most petitioning rights.
- i) Are generally limited to enrolling in two courses at the college. To enroll in more than two courses, a student must submit a petition to Admissions and Records and present documentation as to how the workload will be managed.
- j) Will be subject to all other policies and procedures of the college.

B. Admissions as Special Part-time 9<sup>th</sup> – 10<sup>th</sup> Grade Students

1. Admissions Requirement

El Camino College may admit as special part-time 9<sup>th</sup> – 10<sup>th</sup> grade students for advanced scholastic and vocational credit courses, provided the student has:

- a) Submitted an application for admissions online to El Camino College
- b) Submitted a completed Concurrent Enrollment Application (CEA) form to the appropriate admissions office with the following requirements:
  - 1) Obtained written parental consent on the CEA form
  - 2) Obtained the written recommendation of the principal or designee and authorization of the governing board of the school which the student attends on the CEA form
  - 3) The student has signed the CEA form

- 4) The authorized courses are specified
  - 5) The CEA form is submitted to Admissions by the deadline
  - 6) Submitted complete, official academic transcripts
  - 7) A letter of support on school letterhead from the school principal or assistant principal explaining how admission to the college and enrollment in the course(s) specified will benefit the student
  - 8) Approval of appropriate academic division as described in this procedure
- c) For a course with a pre-requisite the student must submit one or both of the following:
- 1) Evidence of completion of the pre-requisite course. It is the student's responsibility to clear pre-requisites prior to registering by all relevant deadlines.
  - 2) Acceptable performance on the El Camino College placement test. It is the student's responsibility to be properly assessed and tested prior to registering by all relevant deadlines.

## 2. Approval of 9<sup>th</sup> – 10<sup>th</sup> Grade Enrollment

Submission of the above documents and completion of the above requirements does not guarantee approval to enroll in courses at El Camino College. The following requirements must also be met:

- a) All documents must be submitted to the dean(s) of the division(s) responsible for the courses listed on the Concurrent Enrollment form 30 days before the start of the term.
- b) The dean, at his/her discretion, may require an in-person meeting with the student.
- c) The dean of the division must be satisfied that all requirements have been met.
- d) Academic divisions/departments may restrict concurrently enrolled students in grades 9 – 10 based on course content.
- e) The student must be properly assessed through El Camino College's Assessment Office with the results included in the documents provided and in the timeframe established in Section I.B.4.(a) above.

## 3. Limitations on Enrollment for 9<sup>th</sup> and 10<sup>th</sup> Grade Students

- a) Are limited to enroll in a maximum of five units at El Camino College in a term.
- b) May not enroll in a physical education activity course during any term at El Camino College.
- c) May not enroll in an El Camino College course to alleviate a high

- school, primary or intermediate school grade deficiency.
- d) Will be blocked from future participation in concurrent enrollment if the student drops or withdraws from courses or fails to make satisfactory academic progress.
  - e) Will receive low enrollment priority.
  - f) Applying for concurrent enrollment does not guarantee a seat in a class.
  - g) Students will be limited to register for only those classes approved on the CEA form. Registering for non-approved classes will result in loss of concurrent enrollment privileges, and forfeiture of most petitioning rights.

#### 4. Denial of 9<sup>th</sup> – 10<sup>th</sup> Grade Enrollment

If in the dean's professional judgment he/she finds that it would not be in the best interest of the student or the college for the student to enroll, then enrollment in that course will not be permitted.

#### C. Petitioning for Highly Gifted Students

A parent or guardian of a student may petition the Superintendent/president to authorize admission of the child as a special part-time student on the grounds that the student is highly gifted. Written approval from the governing board of the district of attendance for such students is required. The petition from the parent and the written approval from the governing board of the district where the student attends must be at least 45 days from the start of the term.

“Highly gifted” shall be defined as a gifted and talented child who has achieved a measured intelligence quotient of 150 or more points on an assessment of intelligence administered by qualified personnel or has demonstrated extraordinary aptitude and achievement in language arts, mathematics, science, or other academic subjects, as evaluated and confirmed by both the child's teacher and principal. The evaluation by the child's teacher and principal must be confirmed through an assessment of the child's ability, knowledge, skill, etc by a panel composed of one faculty member from the discipline appointed by the Academic Senate, one Academic Dean appointed by the Vice President of Academic Affairs, and chaired by the Director of Admissions & Records. In the absence of the Director of Admissions & Records, the Vice President of Student & Community Advancement shall appoint an alternate. The panel shall meet within fifteen business days upon receipt of a completed petition (including supporting documentation). The Chair of the panel shall notify the parent of the panel's findings and decisions.

D. Denial of Request for Special Enrollment

The Board designates the Vice President of Student & Community Advancement to review appeals of denial for special enrollment of a student who has been identified as highly gifted. If a request for special part-time or special full-time enrollment is denied for a student who has been identified as high gifted, the parent may petition to the Vice-President of Student & Community Advancement within ten days for review. If the appeal is denied, the Vice-President of Student & Community Advancement shall provide written findings and reasons for the denial within 60 days. A recommendation regarding the request for admission and the denial shall be submitted to the Board at a regularly scheduled meeting that falls at least 30 days after the request for admission has been submitted. The Board will maintain a record of the findings and reasons for denial of a request for admission by a student identified as highly gifted.

E. Other Concurrent Enrollment Requirements

1. Pursuing Enrollment Opportunities at the School of Attendance

K-12 students will not be admitted unless they have availed themselves of all opportunities to enroll in equivalent courses at their schools of attendance.

2. Course Open to the Entire Population

Courses in which high school and other young students are permitted to enroll will be open to the entire college population.

3. College-Level Courses

Courses in which concurrently enrolled student enroll will be taught with the rigor appropriate to college-level courses in accordance with the approved course outline.

4. Fees

a) California Resident Students

Enrollment fees are waived for California residents.

b) Non-California Resident Students

Non-California residents, out-of-state, and out-of-country students will pay the appropriate tuition, the enrollment fees, and capital outlay fees.

- c) Concurrently enrolled students shall be responsible for parking fees if they choose to park on campus.

5. Responsibility to Register

It is the responsibility of the concurrently enrolled student to register online during the regular registration cycle or online during the add period by the deadlines specified for that term and class. Failure to register or add by the deadlines will result in the student being denied enrollment in the courses in question.

6. Drop for No-Show

Students not attending the first day of class may be dropped from the class.

7. Student Code of Conduct

All students, including Concurrently Enrolled students, are subject to the student code of conduct. It is the responsibility of the student to read and understand the student code of conduct and all relevant policies and procedures. Refer to Board Policy 5500 and Administrative Procedure 5500 – Academic Honesty & Standards of Conduct.

8. FERPA

All students, including Concurrently Enrolled students and minors, are protected by the Family Education Rights and Privacy Act (FERPA). Neither the parent (nor any other family member), nor a representative from the student's school may inquire about the student or obtain information on the student's academic performance, enrollment, or attendance without the express written consent of the student.

9. Deadlines

Concurrently enrolled students must meet all deadlines for admissions, registration, adding, dropping, or withdrawing.

10. Registration Appointment Date and Time

Special part-time and special full-time students will register during open registration after DSPS, EOPS, Veterans, Continuing and new and returning students have registered.

11. Home Study Programs

Students enrolled in Home Study Programs must provide proof that the

Home Study Program is registered with the State of California.

12. Health Center

Health Center fees are not charged and; therefore, concurrently enrolled students are not eligible for Health Center Services.

13. Right to Restrict Enrollment

Content in some classes may not be suitable for minors. El Camino College reserves the right to restrict concurrently enrolled students from classes if it is determined that the student does not have the ability to benefit from enrollment or for reasons of health and safety, appropriateness of course, preparedness of the student, seat availability, registration priority, or college policy.

F. Earning Credit for Classes

Students admitted as CE students will earn credit for the classes they complete in the same manner as regularly enrolled community college students.

II. Apportionment for Concurrently Enrolled Students

A. Apportionment for K-12 Students

1. Eligibility to Enroll

K-12 students are eligible to enroll in classes that are open to the general public and which are advertised as such in the college catalog, the semester or intersession schedule of classes and through any addenda of the college catalog or schedule of classes.

2. Recording for Apportionment

Enrollments for K-12 students will be recorded for apportionment purposes in the same manner as regular students.

3. Offering Classes on a High School Campus

Additional classes offered by the college on a high school campus after the District's regular schedule of classes has been published, and the classes are advertised to the general public through electronic media only, must be advertised for a minimum of 30 continuous days prior to the first meeting of the classes.

4. Timing of Classes on a High School Campus

Classes offered on a high school campus will not be held during the time the campus is closed to the general public as defined by the school board.

III. Ownership of Documents

All documents submitted to El Camino College become the property of El Camino College.

References: Education Code Sections 48800, 48800.5, 76001, 76002

El Camino College

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