

SPECIAL ADMIT FOR CONCURRENT ENROLLMENT STUDENT



Shasta College Admissions & Records Office

PO Box 496006 - Redding, CA 96049-6006 - Telephone: 530-242-7650

This form must be filled out completely (including signatures) and be approved by the Admissions and Records Office at Shasta College prior to the student being allowed to register.

NAME

ID# or SOCIAL SECURITY NUMBER

DATE

E-MAIL ADDRESS

TELEPHONE NUMBER

ADDRESS

STATE

ZIP

NAME OF SCHOOL YOU ARE CURRENTLY ATTENDING

GRADE IN WHICH YOU ARE CURRENTLY ENROLLED

I am requesting permission to enroll in the following Shasta College course(s) (Education Code 76001, 76001.5, and 76002)

for the _____ semester.

<u>COURSE NUMBER</u>	<u>SECTION #</u>	<u>TITLE OF COURSE</u>	<u>DAY / HOUR</u>	<u>INSTRUCTOR</u>	<u>PLACEMENT LEVEL OR PREREQUISITE MET</u>
Example: ENGL 1A	F0001	English 1 A	MWF 8-8:50	J.Smith	Yes/No

1) _____

2) _____

Alternate Class (es): If first choice of classes is not available, student may choose from the following alternates for a total of two courses per semester.

1) _____

2) _____

STUDENT'S SIGNATURE: (required) _____ **DATE:** _____

I understand and accept the conditions of enrollment which are explained on the reverse side of this document.

(Optional) Proxy: I hereby authorize _____ to process this concurrent enrollment at Shasta College, I understand that I am responsible for any decision made by my proxy on my behalf & that I remain responsible for complying with the requirements of policies, deadlines, payment etc... of this registration. Student's Signature: _____ Dated: _____

PARENT'S SIGNATURE: (required) _____ **DATE:** _____

I understand and accept that Shasta College Board Policy prohibits information released without the written consent of the student; that course content is not altered for concurrent students and is intended for adults; that Shasta College accepts no responsibility for any extraordinary supervision of concurrently enrolled students; that Shasta College is released from responsibility for the student's class selection.

SCHOOL PRINCIPAL'S SIGNATURE: (required) _____ **DATE:** _____

By signing this form, I certify that the student's attendance at Shasta College is in compliance with Section 48800 of the Education code and that the student demonstrates the ability to benefit from instruction at Shasta College. In addition, K-12 attendance is monitored to not recommend more than 5% of total number of students of any single grade level for summer enrollment.

SCHOOL COUNSELOR'S SIGNATURE: _____ **DATE:** _____

INSTRUCTIONS FOR FILING CONCURRENT ENROLLMENT PETITION FOR SHASTA COLLEGE COURSES AS SPECIAL PART-TIME STUDENT

Please allow three (3) business days for this approval to be granted. After approval is obtained, this form must be presented to the registration clerk at the time you register. Your High School Principal and parent must sign the form. Pursuant to the Shasta College matriculation process, students are subject to prerequisite enforcement and all registration deadlines.

I. General Instructions for all special part-time students (K through 12th grade):

- A. Fill out an application to Shasta College and file it in the Shasta College Admissions and Records Office, at an Extended Education Center Office or the application may be submitted on line at www.shastacollege.edu
- B. Completely fill out the front of this form, obtaining all the required signatures.
- C. If the requested class has a prerequisite, co-requisite or advisory, make arrangements to take assessment testing. Contact the Shasta College Assessment Office 530-242-7751 for current assessment schedule. After assessment, submit your signed request to the Shasta College Admissions & Records Office (located in the Administration Building) or the extended education site for approval. All requests must be approved prior to registering for the class (es).

Registrations can be processed on campus or at any of the Extended Education sites only.
- D. No one will be enrolled without permission and course recommendation from his/her principal and the Shasta College Admissions & Records Office.
- E. Students will not be permitted to enroll in courses for which they are not prepared and may not register for more than two classes per semester. (Any additional courses will require permission from the high school principal on official letterhead.) The same academic standards apply to courses attempted by special admits as apply to the regular college student.
- F. Special Admit students' academic records are maintained at the college.
- G. Special Admit students may not displace regular college students.

II. K THROUGH 10th GRADE: Special Instructions

Special part-time students who are currently in 10th grade and below may be admitted and, under certain conditions, permitted to enroll in selected classes pursuant to procedures outlined below:

Students with approved special admit forms are allowed to enroll on the first class meeting provided the class is not closed.

III. 11th AND 12th GRADE: Special Instructions

11th or 12th grade students enroll after continuing and newly matriculated college-level students have enrolled.

COLLEGE A&R SIGNATURE: (required) _____	DATE: _____
ADMISSIONS & RECORDS	
ASSESSMENT RESULTS: ENGLISH _____ MATH _____ TEST DATE _____	() EXEMPT
DISTRIBUTION: MAIL TO STUDENT _____	STUDENT PICK-UP _____
STUDENT MAY NOT REGISTER FOR CLASS (ES) BEFORE: _____	Date