



# SPECIAL ADMIT FOR CONCURRENT ENROLLMENT STUDENT

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.

<u>NAME</u>	<u>BIRTHDATE</u>	<u>SHASTA COLLEGE ID#</u>	<u>CURRENT DATE</u>
<u>E-MAIL ADDRESS</u>		<u>TELEPHONE NUMBER</u>	
<u>ADDRESS</u>	<u>CITY</u>	<u>STATE</u>	<u>ZIP</u>
<u>NAME OF SCHOOL YOU ARE CURRENTLY ATTENDING</u>		<u>CURRENTLY ENROLLED GRADE</u>	

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) \_\_\_\_\_
- 3) \_\_\_\_\_

**Alternate Class (es):** If first choices are not available, student may choose from the following alternates for up to a total of 11 units per semester. During Summer session students are limited to 2 classes or 7 units.

- 1) \_\_\_\_\_
- 2) \_\_\_\_\_

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

**STUDENT'S SIGNATURE:** (required) \_\_\_\_\_ **DATE:** \_\_\_\_\_

(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: \_\_\_\_\_ Date: \_\_\_\_\_

**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.*

**HIGH SCHOOL COUNSELOR'S SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

*By signing this form, I agree that the courses listed above will be a benefit to the student's academic success.*

-----SHASTA COLLEGE ADMISSIONS AND RECORDS OFFICIAL USE ONLY-----

**ADMISSIONS & RECORDS**

**COLLEGE A&R SIGNATURE:** (Required) \_\_\_\_\_ **DATE:** \_\_\_\_\_

**ASSESSMENT RESULTS:** ENGLISH \_\_\_\_\_ MATH \_\_\_\_\_ TEST DATE \_\_\_\_\_ ( ) EXEMPT

**DISTRIBUTION:** MAIL TO STUDENT \_\_\_\_\_ STUDENT PICK-UP \_\_\_\_\_

## **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 12<sup>th</sup> 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 online at [www.shastacollege.edu](http://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 or co-requisite, make arrangements to take assessment testing. Contact the Shasta College Assessment Office 530-242- 7751 for the 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 attending a private "Home School", where the parent is also the principal, must obtain and provide a State of California Private School Affidavit.  
\*\*\*Private School Affidavits must be renewed each year.\*\*\***
  - F. If you are registering for a student that is not present, they must either sign the proxy area on the front of this form or fill out a proxy form.**
  - G. Students will not be permitted to enroll in courses for which they are not prepared and may not register for more than 11 units per semester. The same academic standards apply to courses attempted by special admits as apply to the regular college student.**
  - H. Students are limited to 2 classes or 7 units during the Summer session.**
  - I. Special Admit students' academic records are maintained at the college.**
  - J. Special Admit students may not displace regular college students.**
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