AP 5011  ADMISSION AND CONCURRENT ENROLLMENT OF HIGH
SCHOOL AND OTHER YOUNG STUDENTS

To be considered for admittance as a special part-time student, the student must meet the eligibility standards as established in Education Code Sections 48800 and 76001.

Admission is subject to seat availability. The student must:

- submit an application for admission;
- submit a completed and signed College Now petition for enrollment;
- the petition for enrollment must also have signed approval of his/her principal or designee, an approved high school counselor as noted on the College Now Signatories form (NOTE: Home-schooled students must provide Allan Hancock College with a current copy of the private school affidavit on file with the California Department of Education at the time of registration);
- demonstrate that the student is capable of profiting from instruction. The Dean, Student Services has the authority to make the final decision whether a student can benefit from instruction.

To be considered for admission as a special full-time student, the student must meet the eligibility standards as established in Education Code Section 48800.05.

Admission is subject to seat availability. The student must:

- submit an Allan Hancock College application for admission;
- submit a completed and signed College Now petition for enrollment;
- the petition for enrollment must also have signed approval of his/her principal or designee, an approved high school counselor as noted on the College Now Signatories form (NOTE: Home-schooled students must provide Allan Hancock College with a current copy of the private school affidavit on file with the California Department of Education at the time of registration);
- demonstrate that the student is capable of profiting from instruction;
- obtain written approval of the governing board of the school district of attendance. The Dean, Student Services has the authority to make the final decision whether a student can benefit from instruction.
To be considered for admission as a special summer session student, the student must meet the eligibility standards as established in Education Code Section 76001.

All required documents shall be sent to the Director, Admissions and Records

High School Students
High school students who plan on enrolling in courses on the college campus or online will have admissions and records staff or extended campus staff review the materials, and determine if the student is eligible to participate and benefit from instruction at a community college based on established program eligibility criteria. This determination may be done by:

- a review of the materials submitted by the student;
- meeting with the student;
- consultation with admission and records or extended campus staff;
- consideration of the welfare and safety of the student and others; and/or
- consideration of local, state, and/or federal laws.

Concurrent Enrollment of High School Students
Concurrent enrollment refers to college-credit bearing courses taught to high schools students by college-approved high school teachers at the high school campus. Admissions and records staff, or extended campus staff will review the materials, and will determine if the student has the abilities and sufficient preparation to benefit from instruction at a community college. This determination may be done by:

- a review of the materials submitted by the student;
- meeting with the student;
- consultation with admission and records or extended campus staff;
- consideration of the welfare and safety of the student and others; and/or
- consideration of local, state, and/or federal laws.

Students Enrolled in Grades below Eleventh Grade
For students attending grades below eleventh grade, the determination shall be made through an appeal process to the Dean, Student Services. The school must provide transcripts and a letter signed by the principal indicating how in his/her opinion the student can benefit from instruction. The Dean, Student Services will determine if the student has the abilities and sufficient preparation to benefit from instruction at a community college, and that the student’s safety and that of others will not be affected. The decision of the Dean, Student Services shall be final. Once a decision has been made, the student, his/her parent or guardian and the school principal shall be informed of the decision. This determination may be done by applying the following criteria:

- a review of the materials submitted by the student;
- meeting with the student;
- consultation with an academic counselor;
- consideration of the welfare and safety of the student and others;
- consideration of local, state, and/or federal laws;
- review of the content of the class in terms of sensitivity and possible effects on the minor;
Students will not be admitted unless they have availed themselves of all opportunities to enroll in equivalent courses at their schools of attendance. Courses in which high school and other young students are permitted to enroll will be open to the entire college population, and will be taught with the rigor appropriate to college-level courses in accordance with the approved course outline.

If a request for special part-time or full-time enrollment is denied for a pupil who has been identified as highly gifted, the Board of Trustees 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 Dean, Student Services, in conjunction with the Director, Admissions and Records, shall establish procedures for the admission of high school age and younger students consistent with Education Code regulations. Such students who desire to attend Allan Hancock College must meet qualifications as stated below. The Director, Admissions and Records, shall maintain a file copy of the young student supplementary admission application.

**Exemptions**
Students attending high school wishing to participate in PROD 301 Introduction to Life and Career Planning are exempt from an appeal for this course only. Completion of the admissions process is still required.

**Qualifications**
Individuals under eighteen years of age who do not have a high school diploma or an equivalency may be admitted to the college under the circumstances outlined in this procedure and on the **College Now!** Petition form. Such students may take credit courses from an approved list as established by the college. To be considered for admittance as a special part-time student, the student must meet the eligibility standards as established in the Education Code. Admission to classes is subject to seat availability.

**Application Process**
The college requires that the student complete the following:

1. Apply for admission online.

2. Submit a **College Now!** Petition form including signatures of the parent or guardian and the principal or designee obtained by the applicant. Forms are available on the District’s website.

Submit a copy of high school transcript
A student participating in a home schooling program must submit a copy of his/her affidavit of home schooling.

In accordance with established criteria approved by the appropriate academic dean and the Chief Instructional Officer, each department will develop a list of courses in which students may enroll, either on the college or high school campus. Eligibility for enrollment in these courses is outlined in the college catalog. Students must maintain good academic and progress standing to participate in the College Now! Program.

The Chief Instructional Officer has the authority to make the final decision whether a high school or younger student is allowed to enroll.

**Publication of Admissions Policies and Procedures**
Admissions policies and procedures will be published in the college catalog. Additional questions may be addressed directly to the Office of Admissions and Records.

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

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