

Allan Hancock College **College Now!** Conditions for Enrollment 2017-2018

- All high school students should first meet with their high school counselor or guidance technician to discuss eligibility for enrollment. A principal or designee signature on this Petition for Enrollment is required and will indicate to Allan Hancock College that the coursework is not available at the high school.
- The **College Now!** program is open to high school students in junior or senior status, only. **College Now!** students may take up to a maximum of **6 units** in summer, fall, and spring semesters and winter intersession.
- College Now!** students must complete the Allan Hancock College online credit admissions application, in addition to the **College Now!** Petition for Enrollment. This **College Now!** Petition for Enrollment is valid for the requested term only.
- College Now!** students may only enroll in courses on the approved list. **College Now!** students must complete the START process if enrolling in a course that requires a START placement level (Math and/or English courses). **College Now!** students may go through the START process at AHC only – the test is not available by proctor.

The **College Now!** student is required to bring the following information to the Testing Center: A photo ID; the student's AHC ID number (obtained when submitting the application for admission)
- Students who wish to take courses must meet the stated academic prerequisites or co-requisites. Pre/co requisites are listed in the AHC catalog or current semester class schedule and are marked on the approved list with an asterisk; a ★ next to the course requires an audition. High school students **are not** eligible to take courses at AHC if the courses are available at the high school.
- College Now!** students are required to provide their unofficial high school when submitting the petition for enrollment to the Admissions and Records office. The transcript verifies the current grade level of the student.
- If a student registers for a non-approved course they will be administratively dropped from the course by the Admissions and Records office and informed by campus email of the action taken.
- When submitting the petition for enrollment, **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.
- Once a **College Now!** student has obtained all of the necessary signatures, he or she must submit their completed **College Now!** Petition for Enrollment, along with high school transcripts to the Santa Maria campus Admissions and Records office for processing, or the Lompoc Valley, Vandenberg AFB, or Solvang Center offices. These items are accepted by fax, in person, or email.
- PE courses require permission of the instructor** of record which will be granted the first day of the term, if enrollment in the PE course permits adding **College Now!** students. After **College Now!** students submit the required paperwork to the AHC Admissions office, registration for PE courses will not open until the first day of the term. **College Now!** students must submit their paperwork prior to the semester start date to the Admissions office and obtain an add code from the faculty member the first day of the term. **College Now!** students who enroll in **PE courses** before the first day of the term, will be administratively dropped.
- The total number of units earned and grades received while enrolled in Allan Hancock College courses are recorded on the student's college transcript and are part of his/her permanent record.
- In most cases, the enrollment fee is waived for **College Now!** students. However, **all other fees apply.** Other fees include health, parking, student center, and materials fees, and nonresident tuition, if applicable. Effective fall 2015, CN students will not be required to pay nonresident fees. Failure to pay fees assessed at the time of registration will result in an administrative drop.
 - If a **College Now!** student appeals the unit limitation, and is approved for 12 or more units, **the enrollment fee is no longer waived and ALL fees apply.**
- Online Registration is available to **College Now!** students. Please see the current schedule of classes for **College Now!** Online Registration dates and times.
- Once enrolled, **College Now!** students have the same rights and responsibilities that apply to all enrolled college students. Refer to the Student Records-Family Educational Rights and Privacy Act (FERPA) located in the current college catalog or on the **College Now!** information page.
- Allan Hancock College assumes no responsibility for the attendance records of **College Now!** students.
- College Now!** enrollment is limited to students who reside and are enrolled in Santa Barbara and San Luis Obispo county high schools and home schools only.
- A **College Now!** student is expected to complete all class requirements, maintain a 2.0 grade point average or higher in all college courses, and adhere to Allan Hancock College's Guidelines for Student Conduct (refer to the College Catalog).
- Receiving substandard grades and/or failure to complete course work may result in academic probation as well as affect future financial aid eligibility.
- Failure to comply with any of the conditions listed above and/or registering for non-approved courses/units will result in being administratively dropped from those courses/units and a loss of future **College Now!** privileges.
- High schools will only receive proof of work completed at Allan Hancock College **if the student requests** that an official transcript be mailed to the school once the semester is completed.
- Student, Parent, and Principal/Designee—please read the following information carefully:** By entering a college environment, students who are minors will be exposed to educational settings designed for the adult learner that may involve topics that might be considered controversial in the secondary school setting. Also, if a class does not meet at its scheduled time (i.e. class ends early or is canceled), Allan Hancock College does not inform parents/guardians nor will staff or the instructor assume responsibility for student once class is released.
- HIGH SCHOOL PRINCIPAL OR DESIGNEE:** California Education Code requires that students who still enrolled in high school wishing to enroll at a California Community College must be recommended by their principal or his/her designee. By signing this, the principal or his/her designee has made the determination, based on the appropriate Allan Hancock College assessment, that the student is prepared for and can benefit from college level coursework, and is recommended to enroll in the following courses for the semester noted above, and that the student has exhausted all opportunities to enroll in an equivalent course at his or her school of attendance. The instructor of record is legally prohibited from signing this form as the principal's designee.



College Now! Petition for Enrollment 2017-2018

It is the student's responsibility to obtain all required signatures on this form prior to enrolling. Electronic signatures not accepted.

Please circle which semester you plan to enroll: SUMMER FALL WINTER SPRING Year: _____

College Now! Student Information:

Please print legibly, using blue or black ink – do not leave any section blank

Last Name: _____ First Name: _____ MI: _____

AHC Student ID Number: **H** _____

Home Phone Number: _____ or Cell Phone Number: _____

Email address: _____ High School Grade: _____

Name of High School you are attending: _____

Home-schooled students please see item #8 listed in conditions for enrollment.

By signing this form, I, understand and agree to the conditions for enrollment listed on the reverse side of this form. I also understand that I will be administratively dropped for failure to pay fees incurred with my registration transaction.

Student Signature: _____ **Date:** _____

PARENT/GUARDIAN: I have read the conditions for enrollment and I approve of the courses and conditions under which a high school student may enroll at Allan Hancock College. I understand that failure to comply with rules and regulations will be cause for dismissal. By signing below, I give consent for my child/ward to receive care from Allan Hancock College Health Services as needed or requested. I also understand that my child will be administratively dropped for failure to pay fees incurred with his/her registration transaction. Parental consent is required for ALL **College Now!** students. (Consent required in emergencies or cases exempt by law.)

Parent/Guardian Signature _____ Date _____

Emergency Contact Person _____ Emergency Contact Person Phone Number _____

PROPOSED ALLAN HANCOCK COLLEGE COURSES

(Please list in order of preference – you may not enroll in courses that are not listed below; nor may you enroll in more than 6 units)

Check one	Course Title & Number (IE: DANC 120)	Units	Principal/Designee Approval & Signature	Please sign full signature using blue or black ink, only.
<input type="checkbox"/> First Choice <input type="checkbox"/> Second Choice			Print Name: Signature:	
<input type="checkbox"/> First Choice <input type="checkbox"/> Second Choice			Print Name: Signature:	
<input type="checkbox"/> First Choice <input type="checkbox"/> Second Choice			Print Name: Signature:	
<input type="checkbox"/> First Choice <input type="checkbox"/> Second Choice			Print Name: Signature:	

AHC Office Use: The initials below verify that the AHC staff member has verified the student meets the conditions of CN enrollment:

App _____ HS Signature _____ Verify Courses _____ START if applicable _____ AHC GPA _____ Date: _____

Prerequisite Met, if applicable _____ AHC Signature: _____ CN Hold Removed _____

SFASRPO ____ CNOW