

Saddleback College provides K-12 students the opportunity to study in advanced-level instructional areas not offered at their present school. College courses completed by K-12 students carry the full weight of college credit, and will count toward college degrees and/or certificates. **IMPORTANT:** As required by state law, K-12 students will receive a low priority registration time so as to not displace regularly admitted students. (*References - California Education Code: Sections 48800-48802, 76001-76002 and 76300*)

Policies and Requirements:

1. Each semester of attendance, complete the Special Admission Request K-12 Form and obtain all necessary signatures and school seal. Students will not be permitted to register or remain in classes if this form is not on file for the semester or session of attendance. Altered forms will not be accepted.
2. **All students must complete the assessment testing, if they are enrolling in English, reading, math or a class requiring a pre-requisite of English or math. Matriculation information is available at www.saddleback.edu/matriculation. Students are required to clear all course prerequisites at least two weeks prior to their registration date.**
3. Students participating in this program will do so under the direction of their school principal. Home-schooled programs deemed eligible must meet one of the following criteria: 1) affiliation with a county department of education program, 2) must be taught by a person holding a California teaching credential, 3) must hold a current private school affidavit filed with the State Superintendent of Public Instruction. Proof of one of the above is required.
4. Most applicants who are accepted to Saddleback College will be allowed to enroll in any course for which they are recommended; however, **state law restricts enrollment in Kinesiology (physical education) courses.** Students in this program may enroll for either day or extended day classes but are **limited to no more than eleven (11) units per semester.** The course instructor's permission to enroll is required for K-8 students. Students in grades K-8 are limited to six (6) units per semester.
5. **Students are responsible for complying with the Rules and Regulations (Rights and Responsibilities) of the college as published in the Saddleback College Catalog.**
6. Courses offered are at the college level and instructors will teach at that level. Students may be exposed to and involved in discussions of mature subjects.
7. Enrollment in this special admission program establishes a permanent college academic history and transcript. **These grades cannot be changed.** When approved by the school district, courses taken for college credit may also be used to meet high school graduation requirements.
8. **Students are expected to conduct all college business including, but not limited to submitting admissions forms, registering and dropping my classes, paying required fees, and requesting transcripts to be sent. Parents, guardians, relatives or friends of Saddleback College students are not permitted to enroll, drop, or add classes on behalf of the student.**
9. **All college student education records are governed by the Family Education Rights and Privacy Act which allows release of academic information to the student only regardless of age. Academic information is not released to parents or third parties without the written consent of the student.**
10. *The SOCCCD Board of Trustees has authorized the waiver of enrollment fees for students concurrently enrolled in high school (grades 9-12).* High school students are required to pay parking, course materials, and health fees. Students enrolled in grades K-8 are required to pay enrollment, and other required fees as appropriate. Effective January 1, 2017 AB2364 waives non-resident fees for part-time Special Admission students, except for nonimmigrant aliens.
11. Security should be of concern to parents, especially when K-12 students are attending classes after dark. Faculty are not expected to wait with students until their ride arrives. At times, classes may be dismissed early. Pay telephones are available on campus but may not be in close proximity to a student's classroom.
12. Saddleback College will release academic records regarding concurrently enrolled students to the school district in which they are enrolled unless specifically directed by the student in writing.
13. Students are required to present a photo ID when completing in-person transactions at Saddleback College.

Complete the following steps to complete your registration**Steps for K-8 students:**

1. Each semester of attendance, complete the Special Admission Request K-12 Form and obtain all necessary signatures and school seal. **Attend the first day of class to obtain the instructor's signature on the form and an Add Permit Code (APC).**
2. Bring the completed Special Admission Request Form and APC to the Admissions and Records Office. Complete the college application and submit all forms to a registration clerk in the Admissions Office. Students are required to clear all prerequisites prior to enrolling.

Steps for 9-12 students:

1. Complete a Saddleback College admission application online. (Omit this step if you are a continuing student.) The online application may be accessed at www.saddleback.edu. Click on "Apply" on the top right of the page. After applying, you will be emailed your ID number.
2. Submit Special Admissions Request K-12 Form to the Admissions Office by the deadline stated on the Admissions website.
3. After submitting this form, you must complete class registration online *through MySite* on or after your assigned registration time.

Saddleback College

Office of Admissions and Records

Special Admission Request K-12 Students<http://www.saddleback.edu/admissions/high-school-k-8-students>

(949) 582-4555

Saddleback College provides K-12 students the opportunity to study in advanced-level instructional areas not offered at their present school. College courses completed by K-12 students carry the full weight of college credit, and will count toward college degrees and/or certificates. These courses become a part of the student's permanent college academic transcript.

Please use blue or black ink only – no pencils. Photo ID required for all transactions.

Requesting special part-time admission for the ☐ Fall ☐ Spring ☐ Summer Year

Student's Name: Saddleback Student ID #

Please Print: Last First M.I.

Date of Birth: / / Email: Telephone Number: () -

Grade Level at start of semester: Anticipated High School Graduation Date: / /

Note: High school seniors are required to complete the Matriculation process (orientation, assessment, and advisement) before registering

IMPORTANT NOTE: Most students accepted to Saddleback College are allowed to enroll in any course (except physical education) that their high school recommends. **DO NOT MAKE ALTERATIONS OR CROSS OUT CLASSES LISTED BELOW – ALTERED FORMS WILL NOT BE ACCEPTED.** ALL prerequisites must be cleared at least two weeks before your registration date.

Saddleback Course ID	Ticket Number	Units (K-8: 6 units max, 9-12: 11 units max)	Saddleback Instructor's Signature/ Authorization <i>required for K-8 students</i>	Circle one	
Example: <i>History 22</i>	<i>12345</i>	<i>3</i>	<i>J. Smith</i>	<input checked="" type="radio"/> Approved	<input type="radio"/> Denied
Tutoring 300- Recommend		0		<input type="radio"/> Approved	<input type="radio"/> Denied
Approval should student require it.				<input type="radio"/> Approved	<input type="radio"/> Denied
				<input type="radio"/> Approved	<input type="radio"/> Denied
				<input type="radio"/> Approved	<input type="radio"/> Denied
				<input type="radio"/> Approved	<input type="radio"/> Denied
				<input type="radio"/> Approved	<input type="radio"/> Denied

Principal's Recommendation and Certification: I am pleased to recommend the above named student for enrollment at Saddleback College. I believe they are academically prepared for the course(s) listed above. This student has availed themselves of all possible opportunities to enroll in an equivalent course in the high school district of attendance and their enrollment will not exceed the summer session 5% enrollment limitation mandated by Education Code § 48800 and 48800.5.

Principal's Name (Please Print)

Principal's Signature

Name of School

Number of Recommended Courses

Date

(Place School Seal Here Required)



Student I understand that all courses for which I enroll are for college credit and MAY be used to meet high school graduation requirements as determined by my high school. I will request official transcripts to be sent to my high school. I also declare that all information submitted by me in connection with this request is true and accurate.

Student Signature

Student Name (Please Print)

Date

Parent Permission Since, special admit students are treated like regularly admitted college students, I understand that my child is required to adhere to the academic and conduct standards, rules, and regulations of the College, and will not be afforded any special status or supervision before, during, or after class. I also understand that my child is being exposed to and involved in mature subjects. I further understand that I will not have access to my child's student records (registration status, grades, etc.) without his/her written consent. I give permission for my child to enroll for course(s) at Saddleback College.

Parent/Guardian Signature

Parent/Guardian Name (Please Print)

Date

Office of Admissions and Records

28000 Marguerite Parkway | Mission Viejo, CA 92692

Revised 11/09/2017

High School Credit for Concurrent Enrollment in Non-SVUSD Course Information Sheet

General Information

1. The non-SVUSD college course is allowed for any of the 55 elective credits required for graduation. The course will not be allowed to replace any of the 165 credits of specified classes for graduation (English 1, 2, 3, 4; World History; United States History; Civics/American Government; Economics; the first three years of Math include Algebra 1; the first three years of Science; two years of Physical Education; one semester of Health, one year of one of the following: Visual or Performing Arts, World Language, American Sign Language, or Career Technical Education). In rare circumstances, the AP of Curriculum may grant exceptions with pre-approval.
2. All concurrent enrollment non-SVUSD courses will automatically be added to the SVUSD high school transcript, unless the student and parent indicate their choice to not include the course on the high school transcript. Note: Any course taken to satisfy a high school graduation requirement, A-G requirement, or to fulfill a student's required number of classes must be added to the SVUSD high school transcript.
3. The grade received in the non-SVUSD college course will be included in the high school GPA calculation if the course is included on the high school transcript. This includes grades of "F" or "WF". The non-SVUSD college course will not receive weighted grades.
4. Students taking a non-SVUSD college course as a repeat of a course taken in high school during the regular school year may do so only if the course is/was not offered during SVUSD summer school. The same guidelines used for courses repeated within the district will be used: the grades in both courses will appear on the high school transcript, but only one course will be granted credit toward meeting graduation requirements and only the higher grade received will be included in the GPA calculation.
5. The non-SVUSD college course may be included in the required number of classes (six classes for 9th, 10th, 11th graders; five classes for 12th graders); however, all students must take at least four classes on the high school campus. The four classes may include an online SVUSD classes.
6. College coursework will only be accepted from an accredited two or four-year college or university.

Student Responsibilities

1. Student must obtain prior approval for the course and credit by the Assistant Principal of Curriculum and Guidance.
2. Student must provide proof of enrollment by the 15th day of the SVUSD semester the course will be dropped from their schedule. If the course was included in the required number of classes, the student will be enrolled in an SVUSD course.
3. Student brings official transcript from college within one week of the transcript being available from the college.
 - a. *Students that have not brought in a copy of the college transcript within three weeks of the end of the college term will have an "Incomplete" recorded as their grade. Designated staff member will notify student of the "Incomplete" grade and will inform student that the grade will be changed to an "F" if the student does not provide the college transcript within two weeks of notification.*
4. Student is responsible for confirming that the non-SVUSD college course for which they are concurrently enrolled will be accepted by a college or university other than the one in which they are concurrently enrolled.

Request for High School Credit for Concurrent Enrollment in Non-SVUSD Course*Please read the Information Sheet & Administrative Regulation attached to this form.*

Last Name: _____ First Name: _____

Grade: _____ Age: _____ Birth Date: _____ Phone #: _____

Address: _____

Current High School (circle one): ETHS LHHS MVHS THHS SHS SVA

Non-SVUSD Course (Exactly as catalog lists)

Non-SVUSD Course Number

Number of College Units or High School Credits

SVUSD H.S. Course Equivalent (if applicable)

Name of Non-SVUSD Institution

Start Date of Course: _____ End Date of Course: _____

SVUSD Transcript Grading Period:Circle One: 1st semester 2nd semester 1st trimester 2nd trimester 3rd trimester Summer Session**SVUSD Transcript Option :**

Effective July 1, 2022, all concurrent enrollment non-SVUSD courses will automatically be added to the SVUSD high school transcript, unless the student and parent initial below to indicate their choice to not include the course on the high school transcript. Note: Any course taken to satisfy a high school graduation requirement, A-G requirement, or to fulfill a student's required number of classes must be added to the SVUSD high school transcript.

I am choosing to not have the non-SVUSD course listed above added to my high school transcript. The course above is not being used for a high school graduation requirement, A-G requirement, or to fulfill the required number of classes.

Student Initials Parent Initials

My signature below verifies that I have read and will follow the directives specified in the **information sheet and Administrative Regulation 6146.11 included with this form**. I understand that it is my responsibility to provide an official non-SVUSD transcript to my current high school and that my current high school transcript will not be updated until the non-SVUSD transcript is received. I also understand that my high school graduation status may be contingent upon the receipt of the official documentation from the non-SVUSD school. I understand that if I do not provide the official documentation from the non-SVUSD school by the deadline, the non-SVUSD course will be listed on my SVUSD transcript with a grade of "F". I understand that the grade received in the non-SVUSD college course will be included on my high school transcript and included in the high school GPA calculation. This includes grades of "F" or "WF". The non-SVUSD college course will not receive weighted grades.

Student Signature

Date

Parent/Guardian Permission

Date

Approved By:

Guidance Counselor/Student Services Tech

Date

H.S. Assistant Principal/Principal

Date

DEADLINE DATE FOR COURSE COMPLETION: _____

For office use only

SVUSD credits: _____

Official transcript is required.
This course will count in the high school GPA.