ADMINISTRATIVE PROCEDURE 5011 ADMISSION/CONCURRENT ENROLLMENT OF HIGH SCHOOL AND OTHER STUDENTS

In accordance with California Education Code regulations, high school students entering the 10th, 11th or 12th grades may enroll as special part-time students by completing a “High School Concurrent Enrollment Form”, which is available online (see H.2 below for the online link) and at any of the four college admissions offices. Enrollment must be recommended by their principal, with parental consent and approval by their high school counselor. Special part-time students are exempted from paying the California Community College Enrollment Fee. All other fees including the AC Transit fee (9 or more units), Health Fee and Campus Center Use fees apply.

A. Peralta Community College District’s High School Concurrent Enrollment Program provides enrichment opportunities for high school students who can benefit from college level instruction.

B. Each College in the District may admit a limited number of 10th, 11th, and 12th grade high school students who are under 18 years of age and who have exceptional ability or who desire specialized or advanced training. Such admission must be with the recommendation of the high school counselor and principal of the high school in which the student is enrolled. (Other high school students may be admitted on the basis of a contractual agreement between the District and the high school of attendance.) A student participating in the High School Concurrent Enrollment Program receives college credit. With the approval of the high school, the student also may receive high school credit. The Office of Admissions and Records will send a transcript to the high school upon request.

C. Because the student is enrolling in a college-level course, the student must be assessed (placement test) as required. The student must follow all the regulations and policies of the college, including adhering to any prerequisite requirements. It is recommended that the student bring a high school transcript to assist the college in determining the correct level of courses (transcript required for approval to enroll in 6.5 to 11.5 units).

D. A 10th, 11th, or 12th grade high school student whose high school counselor recommends that the student enroll in more than six units must have the approval of the Vice President of Student Services and provide a high school transcript.

E. Special part-time concurrently enrolled high school students are exempt from paying enrollment fees. However, concurrently enrolled high school students who enroll in more than 11.0 units are subject to the California Community College enrollment fees.

F. The Concurrent Enrollment Program is specifically designed to accelerate the academic or vocational career of high school students. Access to the Concurrent Enrollment Program is not allowed for:
   1. Remedial work (any classes in any discipline that are not college level and cannot be applied to an associate degree or higher are disallowed – Basic Skills courses numbered 250 or higher).
   2. Work to make up for failed high school or middle school classes.
   3. Recreation or hobbies.
   4. Any class that can be taken at the local high school.

G. Students can obtain additional information from the Office of Admissions and Records at any of the four Peralta colleges.

H. The Steps for Concurrent Enrollment are as follows:
   1. Students should read the class schedule and choose courses they would like to take.
   2. Students should complete the High School Concurrent Enrollment Form http://eperalta.org/wp/admissions/files/2011/07/Concurrent_Enrollment_Form-Web_Version.doc and take it to their school counselor to obtain his/her signature and discuss course selections.
3. Students then need to obtain the school Principal’s signature.
4. Students then need to get their parents’ approval for attending a college class and have the parents sign the form.
5. Students then need to go online to https://passport.peralta.edu and click “Apply Now” to complete an Admissions application.
6. Students must take assessment tests as required and must adhere to any prerequisite requirements.
7. Students must submit the Concurrent Enrollment Form to the Office of Admissions and Records at the College. Students must fill out a separate concurrent enrollment form each semester they wish to attend.
8. If a student would like to enroll in 6.5 to 11.0 units, the student must obtain permission from the college Vice President of Student Services or designee prior to enrollment and must provide a high school transcript.
9. The High School must comply with section 76001 of the California Education Code.
10. The High School must comply with section 48800 of the California Education Code.

I. Home School Students must provide clearance from their local high school district.

References:
Education Code Sections 48800.5, 76001, and 76002

Approved by the Chancellor: February 19, 2013
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