**ADMINISTRATIVE PROCEDURE 5011 ADMISSION: SPECIAL ADMISSION AND ENROLLMENT OF HIGH SCHOOL AND OTHER STUDENTS**

**Introduction**

Per Education Code 48800 and 76002, the Peralta Community College District (Berkeley City College, College of Alameda, Laney College, and Merritt College) authorizes the admission of special admit students, who are "highly talented" minor students without high school diplomas, who can benefit from "advanced scholastic or career/technical work."

Students will receive college credit in all courses. The responsibility to make the determination of the student's preparation belongs to the school district in which the student is enrolled. However, the final determination rests with the College where the special admit student seeks to enroll.

A student participating in the special enrollment program as a special admit 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 an official transcript to the high school upon request.

The authority to restrict the admission or enrollment of a special admit student in any session based on age, grade-level completion, current school performance or assessment and placement procedures in conformance with matriculation regulations and other course or program prerequisites, remains the prerogative of the college.

Special admit students shall be restricted from enrolling in any class deemed educationally inappropriate for under-age (minor) students.

This procedure does not apply to (Early College High School Program), such as College of Alameda or the Laney College Gateway to College Program.

**High School Students**

High school students may be admitted for enrollment to a Peralta college who are eligible to participate based on the criteria listed below. Per Education Code sections, 76001, 76002, and 48800, persons who are 18 years of age or older and still enrolled in high school or adult high school also may be admitted as "special admit" students.

The student must be recommended by his/her high school principal. As part of the approval process, the principal must verify through consent and signature on the High School Special Enrollment form that the recommended student can benefit from college instruction. Home schooled students must provide approval/clearance from their local high school district.

A parent/guardian consent and signature on the High School Special Enrollment form verifying parental/guardian approval must be submitted in addition to the district online admission application. Parents/guardians also must acknowledge on the High School Special Enrollment form that the student will be expected to conform to all college/district policies and that topics of instruction are appropriate for adult-level students.

**Conditions for Enrollment:** The Peralta Community College District may admit a high school student who meets the following conditions:

**Academic Eligibility:**
1. Students wishing to enroll in degree appropriate courses must have a cumulative high school grade point average of 2.0 or better as verified by the high school.
2. When a student seeks to enroll in a course that has a pre-requisite of co-requisite, the students must meet the stated prerequisite and or co-requisite in order to enroll in the class.
3. Students with a verifiable disability (verification to be provided by school of origin) will be referred to Disabled Student Programs and Services for assessment and recommendation.

Limitations on Enrollment
1. Admission is subject to seat availability.
2. Special admit full-time students must meet the eligibility standards as established in Education Code Section 48800.05.
3. Students may not enroll in pre-collegiate courses (numbered 250 or higher), physical education courses, or any course comparable to a course offered at the high school.
4. Students may not enroll in a college course to alleviate a high school deficiency.
5. Students who have previously enrolled and who have dropped their courses and/or have not made satisfactory progress will not be allowed to continue enrollment as a special admit student.
6. Students will not receive priority enrollment status.
7. Students enrolled in 11 units or less will not be charged enrollment fees or any other college/district fees. Special admit full-time students will pay enrollment fees, the AC Transit Fee, the Health Fee and the Campus Center Use Fee.

Enrollment Steps:
1. Complete the High School Special Enrollment form that includes the approval/signature of the parent/guardian and of the student’s high school principal.
2. Complete the online admissions application.
3. The High School Special Enrollment form will be submitted to the Office of Admissions and Records, and the student will be enrolled in the selected classes.

Talented Elementary and Middle School Students
The Peralta Community College District may admit highly gifted elementary and middle school students for enrollment in a Peralta College if they are deemed eligible to participate.

Elementary and middle school students will have limited course options for enrollment and the list of these courses can be found at the following web site:
http://web.peralta.edu/admissions/high-school-students/k-10-special-program/

Enrollment steps:
1. The student must be recommended by the school principal who signs the Elementary and Middle School Special Enrollment form. The principal must verify that the recommended student can benefit for college instruction. Home schooled students must provide approval/clearance from the local school principal.
2. The parent/guardian also must sign the Elementary and Middle School Special Enrollment form. The form is submitted to the Office of Admissions and Records at the college. In signing the form, parents acknowledge that the parent/guardian understands that the student will be expected to conform to all college/district policies.
3. The student must complete the District paper admission application to be submitted with the elementary and middle school student special admissions enrollment approval form.
4. Special part-time students are exempt from paying enrollment fees and any other college/district fees.
5. Students enrolling as elementary or middle school special admit students can only enroll in select classes. Elementary and middle school students may only enroll in one class per
semester from the list of select classes and may be permitted to enroll in two classes in summer session.

**College Classes on High School Campuses**

If a class is offered on a high school campus, the class may not be held during the time the campus is closed to the general public, as defined by the school board. The principal of the school must sign an agreement with the college/district which agrees to the open enrollment of students. The class will be open to all students.

If the decision to offer a class on a high school campus is made after publication of the District’s/College’s regular schedule of classes, and the class is only advertised to the general public through electronic media, the class must be advertised for a minimum of 30 continuous days prior to the first meeting of the class.

**State Apportionment**

A community college district may include K-12th grade students who attend a community college within the District pursuant to Education Code Sections 48800 and 76001 in the District’s report of full-time equivalent students (FTES) only if those students are enrolled in community college classes that meet all of the following criteria:

1. The class is open to the general public.
2. The class is advertised as open to the general public in one or more of the following:
   a. The college catalog.
   b. The regular schedule of classes.
   c. An addenda to the college catalog or regular schedule of classes.

If a decision to offer a class on a high school campus is made after the publication of the regular schedule of classes, and the class is solely advertised to the general public through electronic media, the class shall be so advertised for a minimum of 30 continuous days prior to the first meeting of the class. If the class is offered at a high school campus, the class may not be held during the time the campus is closed to the general public.

**References:**
- Education Code Sections 48800, 48800.5, 76001, and 76002
- California Community Colleges Chancellor’s Office Legal Opinion 04-13 and 05-01

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