

COPPER MOUNTAIN COLLEGE
REQUIREMENTS FOR ADMISSION OF STUDENTS IN GRADES K-12
Special Student/Concurrent Enrollment Application

Purpose: In accordance with the California Education Code, Copper Mountain Community College District (CMCCD) will consider students in K-12 for Special Student Admissions and Concurrent Enrollment. The intent of the legislation, which allows for enrollment of students in K-12 grades, is to provide an enhanced educational opportunity for students who are capable of “advanced scholastic or vocational work.” Students will be considered for admission on this premise, and must meet the requirements stated below (Board Policy 5010). Students will not be accepted for enrollment for reasons that are not consistent with the intent of the program. Applicants will be evaluated for readiness for college-level work and must meet prerequisites. **June 2011: State Legislation now requires community colleges to provide K-12 Concurrent Enrollment students the lowest enrollment priority.**

Important Information About This Program

- ❖ Enrollment in courses for K-12 Special Students is subject to availability.
- ❖ Except in unusual cases, students may only take courses not offered at their school, and normally, no more than 11 units will be approved.
- ❖ Pre-College level math and English courses are not available to concurrent enrollment students in fall or spring semesters (see chart inside this form).
- ❖ Please see the current Schedule of Classes before completing a K-12 application to make certain the desired course is offered during the semester for which concurrent enrollment is requested. Class Schedules are available at the high schools, CMC's homepage and on Campus. NOTE: To support student success, the Vice President of Student Services treats course advisories as prerequisites for special student admission (K-12 concurrent enrollment). All prerequisite course requirements must be met.
- ❖ All applicable fees listed in the Class Schedule will be charged, as well as the cost of required textbooks and supplies as indicated by the instructor.
- ❖ After admission status is determined, the student will be notified and if approved, will be told when they can register at the College. **Concurrent enrollment is not continuous: Students must be approved for each semester.** Concurrent students are required to attend Orientation prior to the first time they enroll.
- ❖ For continued enrollment at CMC, the student **must maintain a 2.00 GPA.**
- ❖ Students should submit their class requests as soon as possible and not wait until the last minute. If they wait, the likelihood and chances of their requested courses being available are poor. For example: A student knew she wanted to take PHIL-013, Death & Dying, and PE-068, Jogging, Powerwalking, & Running, during the Spring 2011 semester. She submitted her request to OSS September 30th – well in advance of the registration period for the spring 2011 semester. The student could do this without the Spring Class Schedule, as these classes are always offered on a semester basis.
- ❖ **Why courses are denied:** Prerequisites vs. Advisories – Advisories are treated as prerequisites for high school students to ensure success – your transcript is a permanent legal record.
- ❖ When a course has an advisory, the student may speak with the instructor to see if the instructor feels the student will be successful in the class without meeting the advisory. For example: A student would like to take MUS-014 Music History and Literature. It has an advisory of ENG-051. The student tested into ENG-051. The request will be denied.
- ❖ High School Counselors should review student's course requests to ensure they meet the prerequisites and advisories. Example: HS-061 has a prerequisite of ENG-050. The student tested into ENG-50, so the course was denied.
- ❖ From page 14 of the 2012-2013 Course Catalog, please note concurrent enrollment is for “Public school students who would benefit from advanced scholastic or vocational study...”and that “...students must fulfill admissions procedures as prescribed for matriculated students...(and) the college reserves the authority to validate student readiness for college level study through college matriculation guidelines...”
- ❖ Please note: If you are a school official signing off for authorization of a class that CMC would not normally provide a concurrent enrollment student, such as the below collegiate level courses, the VP of OSS will generally support your decision. We know some students who transfer in from other high schools may not have the ability to meet requirements for high school graduation unless their learning is supplemented. This is a case-by-case basis only and does not apply to all students.

Please print in ink.

TO BE COMPLETED BY STUDENT

Spring _____
Summer _____
Fall _____

Name _____ CMC Student ID # _____
Last First
DOB _____ Age _____ Phone # _____

Email Address _____

Home Address _____
Street Address City Zip

School Name _____ Grade _____
Please DO NOT abbreviate!

School Address _____
Street Address City Zip

Have you attended CMC before? _____ YES _____ NO

ALL OF THE FOLLOWING ITEMS MUST BE ON FILE AT CMC BEFORE A STUDENT MAY BE CONSIDERED FOR CONCURRENT ENROLLMENT

Please initial each box to ensure you have all the proper documentation and that you meet all the requirements.

- Complete CMC's Online Application for Admission. This is a **one time** process.
- A completed Special Student Application with required signatures (**this form**). **THIS FORM MUST BE SUBMITTED EACH SEMESTER IN WHICH ENROLLMENT IS REQUESTED.**
- Current transcripts of academic work to date each semester the student takes concurrent courses, including cumulative grade point average (GPA). A 3.00 GPA is required for transferable classes; a 2.50 GPA is required for all other classes. **TRANSCRIPTS MUST BE SUBMITTED EACH SEMESTER IN WHICH ENROLLMENT IS REQUESTED.**
- Results of the Accuplacer Assessment Test, taken at a high school site or at CMC. This is a **one time** process.

Bring this completed application and the items listed above to CMC.

The College may also require additional conditions such as:

- Approval by the CMC course instructor when the student is in K-12.
- A personal interview with the CMC instructor, or Vice President of Student Services.

Requested Course Enrollment for _____ semester, _____ (year)			
Course #	Department	Title	# Units
<i>PHIL 013</i>	<i>Philosophy</i>	<i>Perspectives on Death & Dying</i>	<i>3</i>

After reading the section "**Purpose**" on the front of this form, explain why you wish to take the course(s):

Student's Signature _____ Date _____

LIMITS ON CONCURRENT ENROLLMENT

CMC is eager to assist students in secondary schools to expand their learning opportunities appropriately; however, this program is intended for “advanced” scholarly or vocational study only. Therefore, concurrent enrollment students may not take pre-college level academic courses during fall and spring semesters.

NOT PERMITTED	No placement testing required for:	Placement testing required and prerequisites must be met:
Eng 50, 51 Reading 50, 51, 55 Math 57, 50, and 40 English as a Second Language (ESL) Developmental Education (Dev Ed)	Physical Education Art activity classes	All college-level courses

TO BE COMPLETED BY PARENT/LEGAL GUARDIAN

Note to Parent/Legal Guardian:

PARENTS OF STUDENTS ENROLLED AT CMC DO NOT HAVE A RIGHT OF ACCESS TO THEIR CHILD’S ACADEMIC RECORDS WITHOUT EXPRESSED WRITTEN PERMISSION, REGARDLESS OF THE STUDENT’S AGE, PER THE FEDERAL EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1976 (FERPA).

According to FERPA guidelines, if a student is 18 years old or attending a post-secondary institution, only the student has rights to their educational records; their parents do not. This also means that, regardless of their age, as long as a student is attending a post-secondary institution, their parents do not automatically receive access to their educational records. The student must give their expressed written permission via the Release of Information form in Student Services.

A STUDENT MAY FILL OUT THE RELEASE OF INFORMATION FORM WHICH PROVIDES THEIR PARENT/LEGAL GUARDIAN PERMISSION TO CONDUCT THEIR AFFAIRS ON THEIR BEHALF.

Please be aware that all students attending Copper Mountain College are presumed to be mature and able to be on campus “on their own.” Special admissions students will be attending classes with much older men and women and may be involved in mature discussions in the classroom. Total Internet access is open to all computer users in the CMC library. All student conduct code regulations apply to special enrollment students.

Security should also be of concern to parents, especially for students attending classes at night. During the fall and spring semesters, all administrative offices are closed by 6:00 p.m. Monday through Thursday and 3:00 p.m. on Friday. Pay telephones are available, but may not be in close proximity to the student’s classroom.

Please give careful consideration to these critical concerns as you sign your student’s application for admission.

Name (printed) _____

Relationship _____ Phone # _____

Signature _____ Date _____

TO BE COMPLETED BY STUDENT'S SCHOOL OFFICIAL

I recommend this student be accepted for enrollment and believe the student is academically prepared to succeed. I agree with the "Special Conditions" (if checked) in the student's section of this application.

Please check all that apply:

_____ This course is not available at this school.

_____ A current school transcript is attached.

_____ The student will be using this coursework to graduate early from high school.

_____ Assessment results are attached (if not already on file).

_____ This student's GPA is below 2.50, but I believe he/she can succeed in this course.

School _____ Phone # _____

Comments: _____

Name _____ Title _____

Signature _____ Date _____

FOR **SUMMER TERM ONLY:**

After careful review, I certify that this student has demonstrated adequate preparation in the discipline to be studied and can benefit from advanced scholastic and vocational education. For the Summer term, **I also certify that this student does not exceed the 5% statutory grade level limit of students recommended to attend Copper Mountain College {Ed. Cd. 76001(i)}.**

Principal/Designee Signature **FOR **SUMMER** TERM ONLY**

SPRING _____ **SUMMER** _____ **FALL** _____

TO BE COMPLETED BY CMC STAFF

Student Name _____ ID # _____

Course _____ Approved _____ Denied _____

Comments: _____

Reviewed by _____ Date _____

Vice President of Student Services

Student Notified by _____ Date _____