

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.

April 2015: Question: Which community college courses are considered advanced scholastic or vocational work? **Answer.** The Chancellor's Office has advised on several occasions that the terms "advanced scholastic or vocational work," "community college level," or simply "college level" refer to college credit courses acceptable toward the associate degree which have been properly approved pursuant to California Code of Regulations, title 5, section 55002(a). (See Legal Opinions 98-17 and 02-16, available at <http://extranet.cccco.edu/Divisions/Legal/Opinions.aspx>.) March 2014: State Legislation requires ALL students, including K-12 Concurrent Enrollment students, to attend Student Orientation prior to registering for classes. November 2013: PE is no longer available to Concurrent Enrollment students. 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 (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.
- All applicable fees, including enrollment 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 and ART-001A during the Spring 2013 semester. She submitted her request on September 30th – well in advance of the registration period for the spring 2013 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

- Student does not meet a prerequisite.
- High School Counselors should review student's course requests to ensure they meet the prerequisites. Example: HS-061 has a prerequisite of ENG-050. The student tested into ENG-050, so the course was denied.
- From the 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 students in the Student Success and Support Program...(and) the college reserves the authority to validate student readiness for college level study through the college Student Success and Support Program guidelines..."
- Students wait until the day before or the first day of the semester and submit their requests without transcripts. These requests cannot be approved without updated high school transcripts.

Please print in ink.

TO BE COMPLETED BY STUDENT

Spring _____
Summer _____
Fall _____

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

CMC 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 check 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.
- Complete CMC's Student Orientation. 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.**

Student is responsible for ALL applicable fees, including enrollment fees, as listed in the Class Schedule, as well as the cost of required textbooks and supplies as indicated by the instructor.

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

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 Dean of Student Services.

Course #	Title	# Units
<i>Ex. PHIL 013</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. Students must be prepared to undertake degree-applicable credit coursework. Therefore, concurrent enrollment students may not take pre-college level academic courses.

CLASSES NOT PERMITTED	Placement Testing required and prerequisites must be met:	Student Orientation
ENG-050, ENG-051 RDG-050, RDG-051, RDG-055 MATH-057, MATH-050, and MATH-040 Physical Education Activity classes (PE) English as a Second Language (ESL) Developmental Education (Dev Ed)	All college-level courses	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).

Under FERPA, when a high school student enrolls in a college course, her/his rights are transferred from her/his parents/guardians to the individual student. Therefore, 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 high school.

_____ A current school transcript is attached.

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

_____ Placement 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 _____

April 2015 California Community Colleges Chancellor's Office: The K-12 school district is responsible for determining whether a pupil is prepared to undertake degree-applicable credit coursework as a precondition to recommending the pupil for admission to a college.

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)}.**

April 2015: The principal may only recommend a student if that pupil meets ALL of the following criteria, which are specific to summer session only:

1. The pupil demonstrates adequate preparation in the discipline to be studied.
2. The pupil exhausts all opportunities to enroll in an equivalent course, if any, at his/her school of attendance.
3. The recommendation of this pupil will not result in recommendations for more than 5% of the total number of pupils who completed that grade immediately prior to the time of recommendation.

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

TO BE COMPLETED BY CMC STAFF

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

Student Name _____ ID # _____

Course _____ Approved _____ Denied _____

Comments: _____

Reviewed by _____ Date _____

Dean of Student Services

Student Notified by _____ Date _____ Rev 04/19