
Allan Hancock Joint Community College District
Administrative Procedure
Chapter 5 – Student Services

AP 5011 ADMISSION AND CONCURRENT ENROLLMENT OF HIGH SCHOOL AND OTHER YOUNG STUDENTS

To be considered for admittance as a special part-time or full-time student, the student must meet the eligibility standards as established in Education Code Sections 48800 and 76001. All special part-time and full-time students shall receive credit for the community college courses completed in the same manner as regularly enrolled community college students.

Students will not be admitted unless they have availed themselves of all opportunities to enroll in equivalent courses at their schools of attendance. Courses in which high school and other young students are permitted to enroll will be open to the entire college population, and will be taught with the rigor appropriate to college-level courses in accordance with the approved course outline.

DEFINITIONS:

College Now Students

College Now Students (special part-time or full-time students) are any elementary, secondary or homeschooled student who attends community college courses during fall or spring semesters and summer or winter sessions and meets certain eligibility standards. A College Now student is limited to 6 units. Concurrent enrollment students are a subset of College Now students.

High School Students

High school students enrolled in grades eleven or twelve who plan on enrolling in courses on the college campus or online will have admissions and records staff review the materials, and determine if the student is eligible to participate and benefit from instruction at a community college based on established program eligibility criteria. This determination may be done by:

- a review of the materials submitted by the student;
- meeting with the student;
- consultation with admission and records;
- consideration of the welfare and safety of the student and others; and/or
- consideration of local, state, and/or federal laws.

Concurrent Enrollment of High School Students

Concurrent enrollment refers to college-credit bearing courses taught to high school students in grades nine through twelve by college-approved high school teachers at the high school campus. Admissions and records staff will review the materials, and will determine if the student has the abilities and sufficient preparation to benefit from instruction at a community college. This determination may be done by:

- a review of the materials submitted by the student;
- meeting with the student;
- consultation with admission and records or extended campus staff;
- consideration of the welfare and safety of the student and others; and/or
- consideration of local, state, and/or federal laws.

Limitations on Enrollment of High School Students

- may only enroll in courses that appear on the approved College Now course listing;
- are limited to six units or less per fall or spring semesters or 6 units during winter intercession or summer session;
- must meet stated prerequisites for all requested courses;
- must maintain good academic standing to participate in the program.

Appeal Process

Students may request through an appeal process to the Dean, Student Services to exceed the allowable 6 units and the AHC GPA requirement. The Dean, Student Services will determine if the student has the abilities and sufficient preparation to benefit from excess units. Enrollment fees are not waived for high school students who are approved to enroll in 12 or more units.

High School Students Enrolled in College Now in Grades below Eleventh Grade

For students attending grades below eleventh grade, the determination shall be made through an appeal process to the Dean, Student Services. The school must provide transcripts and a letter signed by the principal/designee indicating how in his/her opinion the student can benefit from instruction. The Dean, Student Services will determine if the student has the abilities and sufficient preparation to benefit from instruction at a community college, and that the student's safety and that of others will not be affected. Once a decision has been made, the student, his/her parent or guardian and the school principal shall be informed of the decision. This determination may be done by applying the following criteria:

- a review of the materials submitted by the student;
- meeting with the student;
- consultation with an academic counselor;
- consideration of the welfare and safety of the student and others;
- consideration of local, state, and/or federal laws;
- consultation with the instructor and review of the content of the class in terms of sensitivity and possible effects on the minor;

- requirements for supervision of the minor; and/or
- times the class(es) meet and the effect on the safety of the minor.

Admission of K-8 Grade Students

To be considered for admissions as a special part-time student, the student must meet the eligibility standards set forth in Education Codes Sections 48800 and 76001. A special part-time student may only enroll in one class per semester or session. The District may admit highly gifted elementary students as special part-time students based on the criteria established herein:

- The student must be recommended by the principal of the school of attendance
- The recommendation must verify the student will benefit from college instruction
- The student must have a cumulative GPA of 3.0 or better as reflected on their most recent school transcript
- The student must complete the college placement process and meet all stated prerequisites
- The Dean Student Services will determine upon consultation with the faculty member that the student is capable of profiting from instruction. This includes the approval of the appropriate AHC Department Chair and Academic Dean
- Students will be permitted to enroll in one course each semester or term
- Students may not enroll in pre-collegiate courses
- Students may only enroll in courses on the approved College Now list
- Must follow all college admission criteria

Admission of K-8 students is subject to seat availability. The student must:

- Submit an application for admission
- Submit a completed and signed College Now petition for enrollment
- The petition for enrollment must have signed approval of his/her principal or designee, an approved school counselor as noted on the College Now Signatories form (NOTE: Home-schooled students must provide Allan Hancock College with a current copy of the private school affidavit on file with the California Department of Education at the time of registration)
- To be considered for admission as a special summer session student, the student must meet the eligibility standards as established in Education Code Section 76001

If a request for special part-time admission is denied for a pupil who has been identified as highly gifted, the Board of Trustees shall provide written findings and reasons for the denial within 60 days. A recommendation regarding the request for admission, and the denial shall be submitted to the Board at a regularly scheduled meeting that falls at least 30 days after the request for admission has been submitted.

The Dean, Student Services, in conjunction with the Director, Admissions and Records, shall establish procedures for the admission of high school age and younger students consistent with Education Code regulations. Such students who desire to attend Allan Hancock College must meet qualifications as stated. The Director, Admissions and

Records, shall maintain a file copy of the young student supplementary admission application.

Application Process

The college requires that the student complete the following:

1. Apply for admission online.
2. Submit a **College Now!** Petition form including signatures of the parent or guardian and the principal or designee obtained by the applicant. (Forms are available on the District's website.) Courses selected must be on the approved College Now Course Listing.
3. Submit a copy of high school transcript

A student participating in a home-schooling program must submit a copy of his/her affidavit of home schooling.

Course Offerings

In accordance with established criteria approved by the Academic Senate, each department will develop a list of courses in which College Now students may enroll in the college setting. Eligibility for enrollment in these courses is outlined in the college catalog. Students must maintain good academic and progress standing to participate in the College Now! Program. *Concurrent Enrollment courses are a subset of College Now! courses and will be developed and listed separately.*

Publication of Admissions Policies and Procedures

Admissions policies and procedures will be published in the college catalog. Additional questions may be addressed directly to the Office of Admissions and Records.

References: Education Code Sections 48800, 48800.5, 76001, and 76002

Approved: 3/11/04
Revised: 6/19/12
Revised: 6/16/15

Revised: 5/10/16
Revised: 6/12/18
Revised: 6/9/20