

High School Enrichment Appeal Admission of K-8 Grade Students

Please complete in dark blue or black ink and print legibly

Regardless of age, the appeal must be completed by the student:

If approved you will have all rights and responsibilities of a college student and a parent may not act on your behalf unless you submit, to AHC Admissions and Records, a Student Authorization to Release Information form.

_____ AHC Student ID Number: H _____

Student's Full Name _____

Per Administrative Procedure 5011, to be considered for admission 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 and the student may only choose courses that appear on the college now approved course listing. The district may admit highly gifted elementary students as special part-time students based on the criteria established herein:

1. The student must be recommended by the principal of the school of attendance; and
2. The recommendation must verify the student will benefit from college instruction; and
3. The student must have a cumulative GPA of 3.0 or better as reflected on their most recent school transcript; and
4. The student must complete the college placement process and meet all stated prerequisites; and
5. 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; and
6. Student will be permitted to enroll in one course each semester or term; and
7. Students may not enroll in pre-collegiate courses; and
8. The student must follow all college admission criteria.

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

1. Submit an application for admission; and
2. Submit a completed and signed High School Enrichment petition for Enrollment;
 - a. The petition for enrollment must have signed approval of the K-8 principal, or designee, from the student's school of attendance, 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); and
3. Submit a completed Appeal for the Admission of K-8 Students; and
4. Submit a letter of recommendation from the principal of the school of attendance; and
5. Submit a current transcript verifying a 3.00 gpa; and
6. Complete page two of this form:



High School Enrichment!

Petition for Enrollment 2026-2027

It is the student's responsibility to obtain all required signatures on this form prior to enrolling.

Please circle which semester you plan to enroll: SUMMER FALL WINTER SPRING Year: _____

To be completed by the student, using blue or black ink – do not leave any section blank

Last Name: _____ First Name: _____ MI: _____

AHC Student ID Number: H _____ Date of Birth: Month _____ Day _____ Year _____

10 digit Home Phone Number: _____ or 10 digit Cell Phone Number: _____

Personal Email address: _____ High School Grade: _____

Name of High School you are attending: _____

Home-schooled students please see item #6 listed in conditions for enrollment.

By signing this form, I understand and **agree to the conditions for enrollment listed on the reverse side of this form.** I also understand that I may be administratively dropped for failure to pay fees incurred with my registration transaction. **My signature permits AHC to contact my guidance counselor, my parent, or myself via phone or email regarding any registration transactions associated with this petition.**

Student Signature: _____ Date: _____

PARENT/GUARDIAN: I have read the conditions for enrollment, and I approve of the courses and conditions under which a high school student may enroll at Allan Hancock College. I understand that failure to comply with rules and regulations will be cause for dismissal. By signing below, I give consent for my child/ward to receive care from Allan Hancock College Health Services as needed or requested. I also understand that my child may be administratively dropped for failure to pay fees incurred with his/her registration transaction. Parental consent is required for ALL **High School Enrichment!** students. (Consent required in emergencies or cases exempt by law.)

Parent/Guardian Signature

Date

Emergency Contact Person

Emergency Contact Person Phone Number

PROPOSED ALLAN HANCOCK COLLEGE COURSES

(Please list in order of preference – you may not enroll in courses that are not listed below; nor may you enroll in more than 11 units)

Check one	Course Title & Number (IE: DANC 120)	Units	Approved High School Authorization High School Designee please print & sign
<input type="checkbox"/> First Choice <input type="checkbox"/> Second Choice			Print Name: Signature:
<input type="checkbox"/> First Choice <input type="checkbox"/> Second Choice			Print Name: Signature:
<input type="checkbox"/> First Choice <input type="checkbox"/> Second Choice			Print Name: Signature:
<input type="checkbox"/> First Choice <input type="checkbox"/> Second Choice			Print Name: Signature:

AHC Office Use: The initials below verify that the AHC staff member has verified the student meets the conditions of HSE enrollment for the term listed above:

AHC Signature: _____

APPEAL ATTACHED: EXCESS UNITS: _____ GPA: _____

Allan Hancock *High School Enrichment!* Conditions for Enrollment 2026-2027

- 1. Principal Approval**

Before signing up, students must meet with their high school counselor or guidance staff. The high school principal or their designee must approve the classes. This approval shows the class is not offered at the high school.
- 2. Who Can Participate**

High School Enrichment and College and Career Access Pathways (CCAP) are open to high school students in all grade levels. Students enrolled through CCAP may take up to 15 college units per term, no exceptions. Students enrolled through High School Enrichment may take up to 11 college units per term. All students must maintain a minimum 2.0 cumulative college grade point average (GPA). If a student registers for any CCAP course, the student will be classified as a CCAP participant for that term and must follow all CCAP policies, procedures, and unit limits.
- 3. Applications and Registration**

Students must complete the Allan Hancock College online application. Students must also complete the DualEnroll online registration each term.
- 4. Approved Classes and Requirements**

Students may only register for classes approved by their high school principal or their designee. All course requirements must be met before enrolling. Requirements can be met by completing classes or an approved appeal.
- 5. Course Notes and Special Requirements**

Course requirements are listed in the college catalog or class schedule. An asterisk (*) next to a class means there is a requirement. A star symbol means the class requires an audition.
- 6. Home School Students**

Home school students must submit a current private school affidavit on file with the California Department of Education.
- 7. Physical Education Classes**

PE activity classes require instructor permission. Permission may be given on the first day of class if space is available.
- 8. College Transcript**

All grades and units earned will appear on the student's official college transcript. This record is permanent.
- 9. Fees**

There are no fees for CCAP students. High School Enrichment students get their enrollment fee waived, while other fees still apply, such as health, parking, student center, and materials fees. Nonresident fees are not charged. Unpaid fees will result in a registration hold. If approved to take 12 or more units as a High School Enrichment student, all fees must be paid and are no longer waived. If a student registers for any CCAP class, they will be considered CCAP and will follow CCAP guidelines.
- 10. Student Rights and Responsibilities**

High School Enrichment and CCAP students have the same rights and responsibilities as all college students. Student privacy is protected under the Family Education Rights and Privacy Act (FERPA).
- 11. Attendance Responsibility**

Allan Hancock College does not track or report attendance for High School Enrichment or CCAP students.
- 12. Residency Requirement**

Students must live in and attend a high school or homeschool in Santa Barbara County or San Luis Obispo County.
- 13. Academic Expectations**

Students must complete all classwork. Students must maintain a 2.0 GPA or higher. Students must follow the Allan Hancock College Student Conduct Guidelines.
- 14. Academic Standing and Financial Aid**

Low grades or not completing classes may place students on academic probation. This may affect future financial aid eligibility.
- 15. College Environment and Parental Notification**

College classes are designed for adults and may include mature or sensitive topics. If a class ends early or is canceled, parents or guardians are not notified. The college is not responsible for students after class is dismissed.
- 16. Legal Requirement for High School Students**

California law requires principal or designee approval for high school students to enroll in college classes. Approval confirms the student is ready for college-level work. Instructors are not allowed to approve students for enrollment.
- 17. Receiving substandard grades and/or failure to complete course work may result in academic probation as well as affect future financial aid eligibility.**
- 18. Failure to Follow Rules**

Students who do not follow these rules may be dropped from their classes. Future participation in High School Enrichment or CCAP may be denied.



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_____ AHC Student ID Number: H _____
Student's Full Name

Student's Personal Email Address: _____

Student's 10-digit phone number: _____

List requested course from the approved High School Enrichment Course Listing:

Course Name (i.e.: HIST 107)

Number of units

The **student** must write a detailed statement explaining why it is important to approve this appeal. You may attach additional paper if needed.

Student signature & date

Parent/Guardian signature & date

K-8 School Principal signature & date (must also provide a letter of recommendation.)

Principal's phone number: _____

Principal's email address: _____

Forms may be submitted in person to the Admissions and Records or by email to dualenrollment@hancockcollege.edu Required forms must arrive in one packet and include: High School Enrichment Petition for Enrollment, this appeal form, letter from principal and current transcript.



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Student's Full Name

To be completed by the Dean, Student Services:

The dean has reviewed the appeal and has attached documentation supporting or denying the request.

- Reviewed principal recommendation and transcript
- Verification from AHC instructor, attached
- Verification from the AHC department chair. attached
- Verification from AHC dean, academic affairs, attached

Recommendation

- Approved Denied

Comments:

Signature, Dean, Student Services & date

Student Notified (initials & date): _____