



ADMINISTRATIVE PROCEDURES

No. 502.1

MENDOCINO - LAKE COMMUNITY COLLEGE DISTRICT

PROCEDURES FOR THE ADMISSION, ENROLLMENT AND ATTENDANCE OF CERTAIN STUDENT GROUPS

A. Determination of Residency

Residency determinations shall be made for each student at the time the Application for Admission is accepted, and whenever a student has not been in attendance for more than two semesters. The residence determination date is that day immediately preceding the opening day of instruction of the semester during which the student proposes to attend the college.

Reference: ECS 68023, 68040, 68044; Title 5 54000, 54002, 54010

A student is who has established both physical presence for more than one year as of the residence determination date and has provided evidence of intent to make California the permanent home will be determined a resident student.

Reference: ECS 68017, 68060

A student who has not established residence in California for more than one year as of the determination date or who is precluded from establishing a permanent home in the State will be determined a non-resident student.

Under AB 540 certain students meeting criteria defined under Section 68130.5 are exempted from payment of non-resident tuition and are counted as resident students. The requirements are:

1. High School attendance in California for 3 or more years
2. Graduation from a California high school or equivalent thereof
3. Registration as an entering student at, or concurrent enrollment at an accredited college no earlier than Fall 2001.
4. In the case of a person without lawful immigration status, the filing of an affidavit with Mendocino College stating that the student has filed an application to legalize his or her immigration status, or will file for an application as soon as he/she is eligible.

B. High School Graduates

Mendocino College shall admit any California resident, and may admit any non-resident, possessing a high school diploma or equivalent, such as a Certificate of Proficiency by the State Board of Education.

Reference: ECS 76000

1. Certificate of Proficiency

May be awarded to any person 16 years of age or older who has enrolled in the tenth grade for at least one academic year and passes a proficiency examination established by the Department of Education and shall be the equivalent to the high school diploma.

Reference: ECS 48412

2. California High School Equivalency Certificate (GED)

May be awarded to persons who are at least 18 years of age and have passed a general education development test approved by the Department of Education and shall be deemed equivalent to the high school diploma for purposes of public employment requirements.

Reference: ECS 51425

C. Non-High School Graduates

The College, may, by rule, determine whether there shall be admitted, as a provisional student, any other person over the age of 18 who is capable of profiting from the instruction offered.

Reference: ECS 76000

D. K-12 Students

The College may admit to a regular term, as a special part-time student, any student whose admission is recommended by the school principal and consented to by the parents. The students recommended by the school district are those who would benefit from advanced scholastic or vocational courses. Credit for courses completed shall be at a level determined to be appropriate by the school and community college district.

A special part-time student, for purposes of ECS 76001, is one who may enroll in up to, and including, 12 units per semester.

Reference: ECS 48800, ECS 48802, ECS 76001 (a)

The College may admit to a regular term, as a special full-time student, any student upon a parent or guardian's petition to, and authorization by, the governing board of the school district in which the student is enrolled. Such students are required to undertake courses of instruction of a scope and duration sufficient to satisfy the requirements of law.

Reference: 48800.5 (a), ECS 76001 (b)

The College may admit, as a special part-time or full-time student, a student who is not enrolled in a public school upon a parent or guardian's petition to, and authorization by, the President of a community college, based on the fact that the student would benefit from advanced scholastic or vocational course (s).

Reference: ECS 48800.5 (a), (b), ECS 76001 (b)

Any student who attends as a special full-time student under Education Code, Section 48800.5 (and ECS 76001(b)) is exempt from compulsory school attendance.

Reference: ECS 48800.5, ECS 76001(b)

The College may admit to a summer inter-session, as a special part-time student, any student with parental consent:

- a. Whose admission is recommended by the high school principal.
- b. Who has demonstrated adequate preparation in the discipline to be studied.
- c. Who has availed himself or herself of all opportunities to enroll in an equivalent course at his or her school of attendance.

Reference: ECS 76001(c)

- d. The number of such persons recommended shall not be in excess of five percent of the total number of students who have completed a particular grade immediately prior to the time of recommendation.
- e. The student shall receive credit for courses as determined to be appropriate by the school district or community college district.
- f. If a community college district agrees to provide a high-school district's summer school it must include in such arrangements the following conditions in order to meet requirements of law:

- (1) The community college must have a formal mutual agreement with the high school district to offer such courses.

Reference: ECS 8511, ECS 76001(d), (e)

- (2) The courses must meet the Title 5 criteria for the conduct of courses which includes that community college credentialed instructors must teach the course.

Reference: Title 5 55002

- (3) All courses must be open to the general public, published in the official catalog and/or schedule of classes; and, no priority enrollment may be given to high school students.

E. Non-Resident Students

The College may admit non-residents and international students. The attendance hours of such students shall not be counted for apportionment of state funds, except for students enrolled in specified noncredit classes. Reference: ECS 84531

Adopted: April 10, 2002