



ADMINISTRATIVE PROCEDURES

No. 5011.1

MENDOCINO - LAKE COMMUNITY COLLEGE DISTRICT

ADMISSION AND CONCURRENT ENROLLMENT OF HIGH SCHOOL AND OTHER YOUNG STUDENTS - NON-CCAP

In general, non-high school graduates under the age of 18 may be admitted under the conditions described in this document.

High school students admitted under a College and Career Access Program (CCAP) agreement will follow the conditions described in Administrative Procedure 5011.2.

Special Part-Time Student:

To be considered for admittance as a special part-time student, the student must meet the eligibility standards as established in Education Code, Sections 48800 and 76001. Admission is subject to seat availability. The student must:

- Submit the District application for admission. Students returning to Mendocino College after an absence of more than one semester, must re-submit an application for admission to meet California residency requirements;
- Be currently enrolled in grades 9-12 at a public or private high school in California;
 - o Departments may have additional grade level or age requirements for specific courses based on criteria related to safety or controversial content beyond the normal community college course;
- Submit the Special Admission Application which contains the written and signed parental or guardian consent;
- Submit the Special Admission Application which contains course recommendations and the written and signed approval of the high school principal or designee. A parent or guardian of a pupil who is not enrolled in a public or private school may petition directly with the signature of a principal;
- Meet the academic prerequisite for the class; including the required placement level for any Math, Reading or English class;
- Agree to abide by all rules and regulations governing regular college students;
- Fulfill the minimum day requirement at the high school. For home-schooled students, the parent must verify the proposed college coursework will not interfere with the student's basic high school coursework;
- Submit a grade equivalency certification, documenting the grade level the student has achieved, if the student is attending a home school;
- Present a copy of the affidavit submitted to the State or County Office of Education to document the student's involvement in an educational process, if the student is attending a home school.

All required documents shall be submitted to the Director of Admissions and Records or designee.

The Director of Admissions and Records or designee will review the materials, and will determine if the

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student has met the criteria to be admitted and concurrently enrolled including consideration of local, state and federal laws. This determination may be done by:

- A review of the materials submitted by the student;
- Consideration of local, state and/or federal laws.

Specially admitted part-time students are limited to enrollment in 11.0 units per semester.

Enrollment fees are waived for specially admitted part –time students. Students are responsible for all other applicable fees.

Special Full-Time Student:

To be considered for admittance as a special full-time student, the student must meet the eligibility standards as established in Education Code Section 48800.05. Admission is subject to seat availability. The student must:

- Submit the District application for admission. Students returning to Mendocino College after an absence of more than one semester, must re-submit an application for admission to meet California residency requirements;
- Submit a completed Special Full-Time Admission packet which contains the written and signed parental or guardian consent;
- Have completed the 10th grade as evidenced by tests, transcripts, or an official evaluation by the school district with jurisdiction over the student;
 - o Departments may have additional grade level or age requirements for specific courses based on criteria related to safety or controversial content beyond the normal community college course;
- Completed at least 2 semesters of college coursework prior to the application for special full-time admission status. There is not a specified minimum in terms of number of units completed, but all units must have been completed successfully (grade of 'C' or better);
- Submit authorization from the governing board of the student's school district to allow admission under the special full-time status. The authorization must appear on the governing board's letterhead with appropriate signature. If the student's former school does not have a governing board, an official assessment of the private school or home school representative, such as the principal, is required;
- Submit a statement from the high school administration in support of the student's social readiness for the adult environment experienced in college and his/her academic readiness and ability to benefit from advanced scholastic or vocational coursework;
- Complete Mendocino College Math and English placement processes;
- Submit all official transcripts for evaluation of prior coursework;
- Complete a counseling session with a Mendocino College counselor resulting in the declaration of an educational goal and development of an education plan to support the declared goal. The education plan must be submitted with the special full-time admission packet;
- Complete an interview with the Special Full-Time Admission Committee.

The Vice President of Student Services and Director of Admissions and Records have the authority to make the final decision whether a student can enroll as a full-time student.

Students approved for special full-time enrollment must pay all fees assessed, including the enrollment fee, non-resident tuition, material fees, and semester fees as applicable.

Summer Session Enrollment:

To be considered for admittance as a special summer session student, the student must meet the eligibility standards as established in Education Code Section 76001. Admission is subject to seat availability. The student must:

- Submit the District application for admission. Students returning to Mendocino College after an absence of more than one semester, must re-submit an application for admission to meet California residency requirements;
- Be currently enrolled in grades 9-12 at a public or private high school in California;
 - o Departments may have additional grade level or age requirements for specific courses based on criteria related to safety or controversial content beyond the normal community college course;
- Submit the Special Admission Application which contains written and signed parental or guardian consent;
- Submit the Special Admission Application which contains:
 - Course recommendations;
 - Verification the student has exhausted all opportunities to enroll in an equivalent course, if any, at his/her school of attendance;
 - Verification the recommendation of the student will not result in recommendations for more than 5% of the total students who completed that grade immediately prior to the time of recommendation;
 - Written and signed approval of the high school principal or designee.
- Meet the academic prerequisite for the class; including the required placement level for any Math, Reading or English class;
- Agree to abide by all rules and regulations governing regular college students;
- Submit a grade equivalency certification, documenting the grade level the student has achieved, if the student is attending a home school;
- Present a copy of the affidavit submitted to the State or County Office of Education to document the student's involvement in an educational process, if the student is attending a home school.

Non-Resident Tuition Waiver:

Effective January 1, 2017, non-resident tuition shall be waived for specially admitted part-time students who would qualify for AB 540, nonresident tuition exemption, at the time of graduation from high school.

Students must submit a completed Special Admission Nonresident Tuition Exemption Request prior to enrollment to qualify for this waiver.

Special full-time students are ineligible for this waiver.

The District shall claim apportionment for students with an approved nonresident tuition waiver.

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College Credit:

Special admission students who complete Mendocino-Lake Community College District classes will be awarded college credit.

Family Education Rights & Privacy Act of 1974 (FERPA):

All education records are governed by the Family Education Rights and Privacy Act. Mendocino-Lake Community College District academic information (i.e. class schedules, grades, transcripts) is not released to parents or third parties without the written consent of the student, unless in special circumstances authorized by FERPA. Upon consent by the student, academic information will be released only to the authorized third party identified by the student. The authorized part may be required to provide identification. This applies to all students attending Mendocino-Lake Community College District and includes students under 18 years of age.

Open Classes:

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.

Denied Enrollment for Gifted Students:

If a request for special part-time or full-time enrollment is denied for a pupil who has been identified as highly gifted, the Board 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.

References: Education Code Sections 48800, 48800.5, 76001, 76002, and 76004