



HIGH SCHOOL CONCURRENT ENROLLMENT POLICIES AND REQUIREMENTS

High School Concurrent Enrollment permits high school students the opportunity to enroll in courses at Santa Monica College or at the high school site for educational enrichment. The purpose of the program is to provide “advanced scholastic,” “educational enrichment opportunities for a limited number of eligible pupils” as defined by Education Code, Section 48800 and 76002.

Policies and Requirements:

1. High School Concurrent Students must have completed the 8th grade or equivalent prior to the beginning of the semester or term they plan to participate in the program.
2. High School Concurrent Students must complete all forms with their high school counselor who will help select classes that meet their educational needs. Students will only be permitted to register for classes that their counselor approves. Each form needs to be signed by the high school principal and counselor.
3. The local school district principal approval is required for a student participating in a home school program.
4. High School Concurrent Students must take the Mathematics placement examination if enrolling in courses where a specific mathematics proficiency level is advised or required.
5. High School Concurrent Students must take the English placement exams at SMC and meet any class prerequisites prior to the student’s initial enrollment. To qualify to participate in the program, students must place into level B English, or higher. Students may be waived from the mandatory English assessment requirement when enrolling only in courses that do not have English skills prerequisites or advisories (ex: performance or activity courses).
6. High School Concurrent Students must have the signature of a parent or guardian authorizing the student’s participation in the program.
7. High School Concurrent Students must submit a copy of their high school transcript along with the High School Concurrent Enrollment Application, prior to enrollment in each semester he/she wishes to participate.
8. Enrollment fees will be waived for high school students participating in High School Concurrent Enrollment; however, these students are responsible for paying non-resident tuition if classified as a non-resident. High School students are also required to pay for parking, course materials, books, and health fees. Associated Student Body representation fee and the Student ID fee are optional but must be paid for by the student if they wish to participate.
9. Students are limited to six units, or two classes, per semester.
10. Students will not be allowed to take courses in subject areas that the student previously received below a C grade (most recent attempt), whether taken at the college or high school level.
11. High School Concurrent Enrollment students will not be allowed to enroll in any physical education courses.
12. Credit courses are COLLEGE courses and will remain on the student’s permanent record even if the secondary school uses the coursework as High School Credit. All coursework taken will appear on the student’s Santa Monica College transcript. Students wishing to forfeit the college credit must file the College Credit Forfeiture Request form within the first two weeks of the term. This decision is not reversible. The coursework will still appear on permanent record, but college totals will be adjusted and course annotated to show forfeiture.
13. Courses offered are at the college level and instructors will teach at that level. Students may be exposed to and be involved in discussions of mature subjects.
14. Santa Monica College is not responsible for the supervision of minor students anywhere on campus outside of the classroom setting. Faculty are not expected to wait with students until their ride arrives. At times, classes may be dismissed early. Pay telephones are available on campus, but may not be in close proximity to the student’s classroom.
15. High School Concurrent students must adhere to all college policies on course requirements, attendance, dates and deadlines, and any other applicable policies and procedures including the Student Code of Conduct. See college catalog or schedule of classes for policies.
16. Students must act on their own behalf. Parents, guardians, relatives or friends of Santa Monica College students are not permitted to enroll, drop, or add classes on behalf of the student. The same prohibition applies to requesting transcripts or grade verifications. Student records are protected under the Family Educational Rights and Privacy Act (FERPA). Therefore, SMC will not discuss or release student information to anyone, including parents, without the student’s signed written consent.
17. High School Concurrent Enrollment students may participate in extra-curricular activities only at the high school level.
18. F-1 and F-2 Visa students are not eligible to enroll as a Special Admit Student.

Student Agreement: I have read, understand, and agree to the above policies and requirements.

Student Signature

Student Name (Please Print)

Date

Parent Agreement: I have read, understand, and agree to the above policies and requirements.

Parent/Legal Guardian Signature

Parent/Legal Guardian Name (Please Print)

Date



HIGH SCHOOL CONCURRENT ENROLLMENT APPLICATION

FOR OFFICE USE ONLY

Date Processed: _____

Processed by: _____

TO BE COMPLETED BY THE STUDENT

NOTE: A separate approval must be presented for each semester or session in which the student wishes to enroll.

Legal Name: <i>Last</i>		<i>First</i>		<i>Middle</i>	
SMC ID Number	Date of Birth / /		Telephone Number () -		
Street Address					
City		State		Zip Code	

Term: Winter Spring Summer Fall Year: _____ Current Grade Level: 9th* 10th 11th 12th

Name of High School: _____ City/County of School: _____

Type of School: Public High School Private High School Charter School Home School **

* Students must have completed the 8th grade by the beginning of the term to be eligible to participate.

** The local school district principal approval is required for a student participating in a home school program.

TO BE COMPLETED BY THE STUDENT'S HIGH SCHOOL COUNSELOR

Our enrollment system will limit enrollment for high school students to only those courses listed on the High School Concurrent Enrollment form that a high school counselor has approved. The intent is to assure that students will only be permitted in courses that the counselor deems appropriate and officially authorizes.

The above named student is authorized and recommended to enroll in the following college-level course(s) as part of the Santa Monica College High School Concurrent Enrollment Program for the semester noted above. By signing this, you are indicating that you have assessed the student's preparedness to undertake college-level studies in this subject area and are recommending the student for attendance in this SMC program.

Course(s) Recommended: _____

High School Counselor's Name (please print) _____ Daytime Phone Number: _____

As per Ed. Code 76001, the principal of the Public school certifies, by signing this application that no more than 5 percent of the total number of pupils per grade level shall be recommended for SMC summer session.

Both Signatures are required every term at SMC

High School Principal's Signature: _____ Date: _____

High School Counselor's Signature: _____ Date: _____

PARENTAL CONSENT

I authorize my son/daughter to enroll in the Santa Monica College High School Concurrent Enrollment Program for the term specified above by the student. My signature affirms my approval as the parent/guardian for enrollment at Santa Monica College in the course(s) listed above under the guidelines outlined under the Policies and Requirements section on the previous page.

Parent/Guardian Signature _____ Date _____

Authorization and consent for Treatment of a Minor

All SMC students have the right to utilize the services offered by our health center. Since your student is a minor, your consent would be required. That consent is **OPTIONAL**, but your student cannot be treated without it, and would require your signature below.

The undersigned hereby gives consent for the provision of health service to the minor student named above. Services to be provided may include first aid, health counseling, nursing assessments or any other care when determined advisable by and rendered under the supervision of a Health Services Registered Nurse.

If unable to reach us in an emergency, we consent for our child to receive reasonable treatment under the general or specific instruction of Santa Monica College Health Services. YES NO

Parent/Guardian Signature _____ Date _____

Daytime Phone Number () Evening Phone Number ()