

Yuba Community College District

Students are required to pay the Student Services Fee at the time of registration. The ENROLLMENT FEE will be waived for part-time students.

HIGH SCHOOL RECOMMENDATION FORM

For PART-TIME Students who have completed the 8th Grade.

(Non-high school graduate under 18 years of age)

The student named below is recommended as a special PART-TIME community college student to undertake course(s) of instruction offered at the community college level. The intent of this recommendation is to provide educational enrichment opportunities for the student as authorized in Education Code 48800 and 76001. Students may not register in a course with a prerequisite unless the prerequisite has been met.

This form MUST be completely filled out. Appropriate signatures are required to register.

Session registering for:

Fall _____
Spring _____
Summer _____

_____ **Last Name** **First** **Middle**

_____ **College ID Number** (or Social Security Number) assigned by YCCD

_____ **Birth date**

_____ **Grade level you will be in when class starts** (i.e., 9, 10, 11, or 12)


 **Suggested Courses ONLY, student may change after admission to the college:**

Course Code	Course & Number	Class Title	Units

The following conditions are associated with admission as a special part-time student:

- *the course content is not altered and is intended for adults;
- *the student is treated as an adult, and is expected to act in a mature fashion in the classroom, and on the campus;
- *grades earned are entered onto the student's permanent college transcript;
- *parents must communicate with their son or daughter about academic progress and not with the instructor or other college personnel;
- *no physical education courses may be taken.

Required Signatures

 **Based on student's academic background, I verify this student is eligible to enroll in advanced scholastic or vocational work, and is recommended for admission to the college.**

County Superintendent / School Principal /or Designee's Signature

Name of School: _____
Mailing Address: _____
City, State, Zip: _____

Dean's approval is ONLY REQUIRED to register for more than 6 units.

Dean (*Yuba College*); Executive Dean (*Woodland CC*);
Campus Dean (*Clear Lake Campus*).

NOTE: In accordance with the FERPA regulations, information may NOT be released to the parent without written permission from the student.

Parent's Signature

Date

I agree to abide by all rules and regulations of the Yuba Community College District, and authorize the release of all academic information back to the high school.

Student's Signature

Date

After each semester, transcripts for concurrently enrolled high school students will be mailed to the high school.

*It is the student's responsibility to discuss use of the college class IN ADVANCE OF ENROLLING IN THE COURSE with the high school. The college assumes no responsibility for the agreement between the high school and the student. Students attending a class in the Yuba Community College District will be treated as college students – and are expected to abide by all rules and regulations of the District. **Non-residents will be REQUIRED to pay the non-resident tuition.***

YUBA COMMUNITY COLLEGE DISTRICT

Concurrent Enrollment Administrative Procedures

In accordance with Board Policies 5010 and 5011, the Yuba Community College District will admit students under the age of 18 who do not hold high school diplomas or the equivalent, as special part-time students, provided these students are recommended by their high school as being able to benefit from advanced scholastic and vocational coursework, **excluding physical education courses**. Students must have the written recommendation of their principal/superintendent, and written parental approval.

Concurrent enrollment is subject to the following requirements:

- **students must have completed the 8th grade;**
- **students must complete the appropriate College Placement Exam when registering for a math, reading or English course that has a prerequisite;**
Students must present to the Testing Office:
 - (1) *photo identification (driver's license or another form of photo identification) for placement testing and to receive test results; and,*
 - (2) *the High School Recommendation Form sign by the County Superintendent / School Principal **or** designee;*
- **students must have met any course prerequisite requirements;**
- **students should enroll in college-level coursework;**
- **students are required to fulfill the minimum day requirement at their high school, or, for charter/home-schooled students, the parent has to verify that the proposed college coursework will not interfere with the student's basic high school coursework;**
- **charter or home-schooled students must present a grade equivalency certification, documenting the grade level they have achieved;**
- **charter or home-schooled students must 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;**
- **See Schedule of Classes for registration dates for concurrently enrolled students.**

INFORMATION FOR SCHOOL PRINCIPALS ONLY:

By signing this recommendation form, the School Principal is certifying that he/she is in compliance with Section 48800 of the Education Code.

For Summer Session Classes ONLY:

Note: The principal of a school may recommend a pupil for community college summer session for the following courses regardless of the 5% limitation:

- (1) College course-level coursework that applies toward the IGETC or CSU GEB requirement;
- (2) College-level occupational coursework that is part of a sequence of career-technical education courses leading to a degree or certificate in that subject area.
- (3) Courses that are necessary to assist pupils who have not passed the California High School Exit Exam.

Other than these 3 exemptions to the 5% rule, the principal of a school may only recommend a pupil for community college summer session if that pupil meets all of the following criteria:

- (A) Demonstrates adequate preparation in the discipline to be studied.
- (B) Exhausts all opportunities to enroll in an equivalent course, if any, at his or her school of attendance.

If the pupil does not qualify for one of the 3 exemptions, a principal may not recommend for community college summer session attendance more than 5 percent of the total number of pupils who completed that grade immediately prior to the time of recommendation.