



Concurrent High School Enrollment Form

Grades 11 & 12 (MUST be at least 16 years of age)

◆ If you did not attend WVMCC District classes last term, you must complete a new Application for Admission ◆

Section I: To be completed by student. Semester: Winter Spring Summer Fall Year: _____

Name: _____ Today's Date: _____
Last First M.

Address: _____ Birth date: ____/____/____ Age: ____

City: _____ State: _____ Zip: _____ Phone #: _____

College ID Number: _____ Social Security #: _____
(Optional)

Name of High School: _____ Grade: 9th 10th 11th 12th (Circle One)

Student signature: _____ Date: _____

Section II: High School Principal / Designee. (Note: See back of this form for College policies and High School's responsibility regarding course recommendation.)

- A maximum of **6 units** is permitted for each term.
- **Physical Education and Courses numbered 900 (basic skills) and above are not available for High School Students**

Course Number : _____ Course Number : _____ Course Number : _____

Course Name: _____ Course Name: _____ Course Name: _____

Section Number: Section Number: Section Number:

Registration Restricted to the above courses only

- I certify that the above recommended course(s) are based on the student's ability to benefit from "advanced scholastic or vocational work."
- I certify that this student's recommendation for enrollment to Mission College does not exceed the 5% statutory limit, as stated on the back-side page of this form.

Authorized signature: _____ Date: _____
High School Principal / Designee

Section III: Parent / Guardian Consent. (Required when the student is 18 years of age or less, and the student has not graduated from high school)

Note: Please read the Parents' Expectation and Responsibilities section found on back of this form, before signing.

I have read the Parents' Expectations and Responsibilities section on back of this form, and I understand my parental responsibility.

Parent / Guardian Name & Signature: _____ Date: _____
(Print Name / Signature)

For students below the 11th grade: Use the NOTE section for instructions; see the back side of this form.

Signature: _____ Date: _____
Vice President of Student Services / Designee

- Please make a copy of completed forms for your records before submitting them to the college.

Office Use Only: Staff: _____ Pre-Req: _____ Reg Date: _____ Time: _____

Medical Consent form to Student Health Center
Staff: _____ Date: _____



Concurrent Enrollment Program Policies and Procedures

Section I. Student Information / Directions:

1. Complete the Mission College Concurrent Enrollment Packet which includes the following:
(Print all forms @ www.missioncollege.org, "Apply & Register")
 - a. Application for Admission
 - b. Concurrent Enrollment form
 - c. Parent/Guardian Consent for Medical Treatment form
 - d. Registration / Add form*(High School students who were enrolled in the previous semester are not required to submit a new college application.)*
2. Some courses have prerequisites, a course skill which is required before entrance into a particular course. Please see a Counselor to review your high school transcripts and determine if the prerequisite has been met, or an assessment test is required.
3. If an assessment test is required, please go to the Assessment Center (E1-101), after completing section 1, #4, below. Placement tests are computerized and results are available immediately following the test.
4. All high school students must register in-person at the Admissions and Records Office.
 - High School student registration begins two (2) weeks prior to the beginning of the semester/term.
 - You may only register for courses that have been approved by your high school principal or designee.
 - A maximum of **6.0 units** is permitted for each full term (including Summer term).
 - Students who miss the first day of class may be dropped from the class. However, it is your responsibility to drop classes by the published deadline. (See your Instructor or go to Admissions & Records to withdraw from your class)
5. Review the Schedule of Classes (www.missioncollege.org, "Schedule & Catalog") to ensure you meet all Academic Deadlines.
6. Students are expected to conduct themselves in an appropriate and a responsible college environment manner – see "Code of Student Conduct" (www.missioncollege.org, "Schedule & Catalog").

Section II. Responsibilities of High School Principal, Counselor or Advisor. Please read before recommending courses:

The concurrent enrollment of students may be recommended, per Title 5 / SB 338, whereby the "recommendation of this pupil will not result in a recommendation for more than 5% of the total number of pupils who completed that grade immediately prior to the time of recommendation."

1. Students must be eligible for college level courses, (e.g., Intermediate Algebra, or English 1A). Courses with 900 numbers (basic skills), and PE courses are NOT available for high school students.
2. Recommend only those course(s) that the student is ready to handle academically, emotionally and socially.
3. Remind the student and the parents that all classes are taught at the college level and pace, and that student confidentiality regulations apply.
4. A maximum of 6.0 units is permitted for each term.

Section III. Parents' Expectations and Responsibilities:

1. Ensure that the student's maturity level and academic preparation are appropriate for the college-learning environment. The content in some classes may not be suitable for minors.
2. The student must have access to a parent (i.e. cell phone) in case of emergency, class cancellation, campus evacuation, blackout, or any non-planned event.
3. Be advised that concurrently enrolled students are treated like any other college student; therefore, written authorization from the student is required to conduct business on his/her behalf. (Faculty should not be contacted directly by parents).

NOTE:

- High School students below the 11th grade are considered for enrollment on a case by case basis, by the Vice President of Student Services or designee. Contact the VP of Student Services (CC-222 / 408.855.5197) to gain an Exception Approval for enrollment at Mission College
- For safety and liability purposes, all students under 18 years of age will be identified to the Instructor.