



MENDOCINO COLLEGE

Office of Admissions and Records
1000 Hensley Creek Road, Ukiah, CA 95482
707-468-3101; 707-468-3430 (fax)
registration@mendocino.edu

FOR OFFICE USE ONLY

A&R Staff Approval: _____

STPE Entry Date: _____

ADULT EDUCATION/COLLEGE CREDIT ENROLLMENT APPLICATION

Student Name: _____ Mendocino College Student ID#: _____

Mailing Address: _____ City, State, and Zip: _____

Email Address: _____ Phone Number: _____

- I am submitting this application for the following semester and year: FALL SPRING SUMMER 20_____
- I am an eligible student currently attending the following adult school: _____
- Adult School Address: _____

ADULT SCHOOL APPROVAL

THIS SECTION MUST BE COMPLETED BY THE ADULT SCHOOL COUNSELOR/ADVISOR/ADMINISTRATOR

See schedule of classes for specific course information. Registration is subject to course enrollment capacity.
All prerequisites and corequisites must be satisfied. Enrollment may not exceed 11.0 units.

Mendocino College Course # (ex: SPN-200)	Section # (ex: 9208)	Units
1.		
2.		
3.		
4.		
5.		

Adult School Counselor, Advisor, Administrator, by signing below you are certifying:

The above named student is enrolled in the adult school noted. I have determined that the student will benefit from “advanced scholastic or vocational work” and is pursuing a high school diploma or equivalency certificate

I also understand that adult school students are limited to a maximum of 11 units per semester and that state law places a limit on the number of adult school students who may enroll in college.

SUMMER ONLY: I certify that this recommendation does not exceed five percent for total cohort summer enrollment.

Signature of Adult School Official

Date

Office Telephone Number

REVERSE SIDE OF FORM MUST BE COMPLETED

STUDENT AGREEMENT

By signing below, you acknowledge you have read and understand all of the following:

1. **Rules & Regulations:** All Mendocino College students are responsible for complying with the rules and regulations of the college as published in the Mendocino College Catalog and website.
2. **Grades:** By participating in Mendocino College courses, you are creating a college transcript. The grades you earn in your Mendocino College classes will become a part of your official academic record. You may view your grades by logging into MyMendo.
3. **Academic Progress:** All students must make satisfactory academic progress (minimum cumulative GPA of 2.0 and completion of 67% of courses attempted) to maintain eligibility for financial aid when they begin college after graduating from Adult School.
4. **Restricted Courses:** Students may enroll in most college level courses, provided they meet the necessary prerequisites and corequisites. Additional course restrictions may be included at the discretion of the college.
5. **Maximum Units:** Mendocino College allows eligible Adult Education students to register in a maximum of 11.0 college units during the fall and spring semesters. All students are limited to enrollment in 9.0 units during the summer semester unless authorized by a Mendocino College counselor to enroll in additional units.
6. **Course Registration:** Submission of this completed application form to Admissions & Records **does not** register you in the course. It is the student's responsibility to register for the course(s) via MyMendo, or in person at the college campus or centers, in accordance with college deadlines.
7. **Fees:** Part-time special admission students are not required to pay enrollment fees. However, students are responsible for paying miscellaneous semester fees which may include: Student Representation fee, Student Center fee, Health fee, and (when applicable) material fee. Non-resident students are required to pay tuition in addition to applicable semester fees unless eligible for an exemption. Current fee information can be reviewed on the college website. Other costs, such as materials and books, are to be paid by the student.
8. **Student Privacy:** I understand that under Section 49061 of the Education code, my college records will not be released to anyone without my written consent. A form to authorize release of student information may be obtained from the Office of Admissions and Records.
9. **Services:** Ancillary and support services are provided for all students (e.g. Counseling and Guidance, Placement, Disabled Student Support Services, Tutoring).
10. **Accommodations:** Accommodations for students with disabilities are, by regulation, different for college classes than for high school classes. If you are a student with a documented disability (i.e., IEP, 504 plan, etc.) and/or you would like to know more about accommodations available for your college course, please contact the Disability Resource Center (DRC) at: drc@mendocino.edu or 707-468-3031

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

Student Signature: _____

Date: _____