



MENDOCINO COLLEGE

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

FOR OFFICE USE ONLY

A&R Staff Approval: _____

STPE Entry Date: _____

SPECIAL ADMISSION APPLICATION FOR DUAL ENROLLMENT STUDENTS

Student Name: _____ **Mendocino College Student ID#:** _____

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

Email Address: _____ Phone Number: _____ Age: _____

- I am submitting this application for the following semester and year: FALL SPRING SUMMER 20__
- I am an eligible 9-12 grade public/private school student enrolled at: _____ Grade: _____
- I am an eligible 9-12 grade home school student enrolled at: _____

Note: A copy of the current Home School Affidavit MUST be attached to this form. Every person, firm, association, partnership, or corporation offering or conducting private school instruction on the elementary or high school high school level must file with the Superintendent of Public Instruction and an affidavit (California Education Code Section 33190).

HIGH SCHOOL DESIGNEE APPROVAL

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

Mendocino College Course Number (ex: SPN-200)	Section Number (ex: 9208)	School Principal/Designee Initials <i>REQUIRED FOR EACH APPROVED COURSE</i>
1.		
2.		
3.		
4.		
5.		

School Principal or Designee, by signing below you are confirming all of the following:

As Principal or Designee: Pursuant to Education Code 48800, I have reviewed the academic record of the above-named student and certify that the student demonstrates adequate preparation for the course(s) listed and can benefit from advanced scholastic and vocational education at Mendocino College.

SUMMER ONLY: I certify that the above named student demonstrates adequate preparation in the discipline to be studied, has exhausted all opportunities to enroll in an equivalent course, if any, at his or her school of attendance, and this recommendation does not exceed five percent of the total number of pupils recommended who completed the grade immediately prior to the time of the recommendation for summer session.

Signature of Principal / Designee

Date

Office Telephone Number

REVERSE SIDE OF FORM MUST BE COMPLETED

STUDENT AGREEMENT

The college has the right to restrict enrollment of special admission students for reasons of health and safety, preparedness of the student, availability and current Mendocino College Board of Trustees Policies and Procedures.

1. **Maximum Units:** Mendocino College allows eligible 9 – 12 grade students to register in a maximum of 11.0 college units during the fall and spring semesters in order to enrich their educational experience. Students wishing to enroll as a special full-time student may apply for this status and, if approved, will be allowed to enroll in 12.0 or more units. Please refer to the Special Full-Time Admission process, available in Admissions and Records, for more information.
2. **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.
3. **Pre-Requisite Requirements:** When a course has a pre-requisite requirement, it means that a student must demonstrate preexisting knowledge and/or skills to be successful in the course. To petition to satisfy a pre-requisite by means other than a qualifying Mendocino College assessment level or a qualified Mendocino College course, please visit the Admissions page of the college website for more information.
4. **Fees:** High school students are not required to pay enrollment fees. However, students are responsible for paying miscellaneous semester fees which 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.
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. **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.
8. **Grades:** The grade(s) you earn in your Mendocino College class(es) will become a part of your official college academic record. Students may view their course grades by logging into their Mendocino College MyMendo account. Please note *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 Mendocino College as a full-time college student. Grades and transcripts may be shared with your high school.

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

Student Signature

Date

PARENT AGREEMENT

1. **Student Responsibilities:** Students must act on their own behalf and are expected to enroll and drop courses within advertised timelines and attend their courses regularly. Review your student's Special Admission Application with him or her. Please be aware that all coursework at Mendocino College becomes a permanent record on the student's academic college history; grades received or excessive drops have implications for future student status at the college, including financial assistance, athletic eligibility, etc.
2. **Student Records: Under Section 49061 of the Education Code and the Family Educational Rights and Privacy Act (FERPA, 20 U.S.C. §1232g; 34 CFR Part 99), parents of community college students do not have a right of access to their children's student records, even if the student is under the age of 18.** In accordance with these regulations, a student's college records, with the exception of directory information, will be released to parents **only** with the written consent of the student. Authorization for Release of Information form may be obtained from the Admissions page of the college website or from Admissions & Records.
3. **Contacting Instructors:** Your student is enrolling in a college course and it is important to understand that instructors work directly with students, as opposed to the type of parent interventions you may be accustomed to at the K-12 level. Under FERPA, instructors are not required to, and will not, discuss student performance or other student-related issues with parents. The Mendocino College Office of Admissions and Records Office does not keep daily attendance records for students. Parents should not contact college offices or instructors with the expectation of accessing their student's attendance or other information.
5. **College Environment:** By entering a college environment, your child will be exposed to a diverse population in education programs designed for an adult learner that may involve sensitive topics that might be considered controversial or offensive in the secondary setting. Mendocino College will not change course content or curriculum to accommodate special admit students. Mendocino College assumes no responsibility for the supervision of minor students outside of the classroom setting. Parents are responsible for providing transportation and ensuring that their children are appropriately supervised before and after class. Instructors cannot inform anyone, including parents, of last minute cancellations or early class releases. If classes are released early, instructors cannot sit with underage students while they wait to be picked up. College campuses are open to all members of the public which may include those on probation or parole.

Your signature on this document certifies that you have read, understand and agree to all of the above policies and requirements. Furthermore, you have also reviewed and assessed your child's ability to succeed in the classes recommended by the high school; and that they have your approval to enroll in Mendocino College courses.

Parent/Guardian Signature

Date