



# ADMINISTRATIVE PROCEDURES

NC 502.1

MENDOCINO - LAKE COMMUNITY COLLEGE DISTRICT

## PROCEDURES FOR THE ADMISSION, ENROLLMENT AND ATTENDANCE OF CERTAIN STUDENT GROUPS

### 1. Determination of Residency

- 1.1 Residency determinations shall be made for each student at the time the Application for Admission is accepted, and whenever a student has not been in attendance for more than two semesters. The residence determination date is that day immediately preceding the opening day of instruction of the semester during which the student proposes to attend the college. Reference: Ed Code Section 68023, 68040, 68044; Title 5 54000, 54002, 54010
- 1.2 A student who has established both physical presence for more than one year as of the residence determination date and has provided evidence of intent to make California the permanent home will be determined a resident student. Reclassification for semester/session shall be determined prior to the first day of the semester/session. Reference: Ed Code Section 68017, 68060
- 1.3 A student who has not established residence in California for more than one year as of the determination date or who is precluded from establishing a permanent home in the State will be determined a non-resident student.
- 1.4 Under AB 540 certain students meeting criteria defined under Section 68130.5 are exempted from payment of non-resident tuition and are counted as resident students. The requirements are:
  - High School attendance in California for three or more years.
  - Graduation from a California high school or equivalent thereof.
  - Registration as an entering student at, or concurrent enrollment at an accredited college no earlier than Fall 2001.
  - In the case of a person without lawful immigration status, the filing of an affidavit with Mendocino College stating that the student has filed an application to legalize his or her immigration status, or will file for an application as soon as he/she is eligible.

### 2. High School Graduates

- 2.1 Mendocino College shall admit any California resident, and may admit any non-resident, possessing a high school diploma or equivalent, such as a Certificate of Proficiency by the State Board of Education (Ed Code Section 48412) or a California High School Equivalency Certificate (GED) (Ed Code Section 51425). Reference: Ed Code Section 76000

### 3. Non-High School Graduates

- 3.1 The College, may, by rule, determine whether there shall be admitted, as a provisional student, any other person over the age of 18 who is capable of profiting from the instruction offered. Reference: Ed Code Section 76000

#### 4. K-12 Students

- 4.1 The College may admit to a regular term, as a special part-time student, any student whose admission is recommended by the school principal and consented to by the parents. The students recommended by the school district are those who would benefit from advanced scholastic or vocational courses. Credit for courses completed shall be at a level determined to be appropriate by the school and community college district. A special part-time student, for purposes of Ed Code Section 76001, is one who may enroll in up to, and including, 11 units per semester.

Reference: Ed Code Sections 48800, 48802, 76001 (a)

- 4.2 The College may admit to a regular term, as a special full-time student, any student upon a parent or guardian's petition to, and authorization by, the Board of Trustees of the school district in which the student is enrolled. Such students are required to undertake courses of instruction of a scope and duration sufficient to satisfy the requirements of law.

Reference: Ed Code Sections 48800.5 (a), 76001 (b)

- 4.3 The College may admit, as a special part-time or full-time student, a student who is not enrolled in a public school upon a parent or guardian's petition to, and authorization by, the President of a community college, based on the fact that the student would benefit from advanced scholastic or vocational course (s).

Reference: Ed Code Sections 48800.5 (a), (b), 76001(b)

Any student who attends as a special full-time student under Education Code, Section 48800.5, 76001(b) is exempt from compulsory school attendance.

- 4.4 The College may admit to a summer inter-session, as a special part-time student, any student with parental consent:

4.4.1 Whose admission is recommended by the high school principal.

4.4.1 Who has demonstrated adequate preparation in the discipline to be studied.

4.4.3 Who has availed himself or herself of all opportunities to enroll in an equivalent course at his or her school of attendance. Reference: Ed Code Section 76001(c)

4.4.4 The number of such persons recommended shall not be in excess of five percent of the total number of students who have completed a particular grade immediately prior to the time of recommendation.

4.4.5 The student shall receive credit for courses as determined to be appropriate by the school district or community college district.

4.4.6 If a community college district agrees to provide a high-school district's summer school it must include in such arrangements the following conditions in order to meet requirements of law:

- The community college must have a formal mutual agreement with the high school district to offer such courses. Reference: Ed Code Sections 8511, 76001(d), (e)
- The courses must meet the Title 5 criteria for the conduct of courses which includes that community college credentialed instructors must teach the course. Reference: Title 5 55002
- All courses must be open to the general public, published in the official catalog and/or schedule of classes.

4.5 The College shall assign low enrollment priority to special part-time or full-time students as identified in Ed Code Section 76001(a).

5. Non-Resident Students

The College may admit non-residents and international students. The attendance hours of such students shall not be counted for apportionment of state funds, except for students enrolled in specified noncredit classes. Reference: Ed Code Section 84531

*Adopted: April 10, 2002*  
*Revised: November 3, 2011*