



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: _____

K12 SPECIAL ADMISSION APPLICATION

Student Name: _____ Student ID#: _____

Mailing Address: _____ City, State, Zip: _____

Email Address: _____ Phone Number: _____ Age: _____

- I am submitting this application for the following semester and year: ☐ FALL ☐ SPRING ☐ SUMMER 20____
- I am currently enrolled at the following public or private school: _____ Grade: _____
- I am an eligible K-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 a full-time day or boarding school at the elementary or high school level must file an Affidavit (California Education Code Section 33190).

K-12 SCHOOL APPROVAL

See schedule of classes for specific course information. Registration is subject to course enrollment caps.
Enrollment may not exceed 11.0 units as per Education Code.

Course # (ex: SPN-200)	Section # (ex: 9208)	Mendocino College Instructor Signature (Required only for K-10 students)	School Principal/Designee Initials (Required for each approved course)
1.			
2.			
3.			
4.			
5.			

School Principal or Designee, by signing below you are confirming 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 in the course(s) listed and can benefit from advanced scholastic and vocational education at Mendocino College.

For Summer Enrollments Only: I certify that the above name 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

College Instructional Dean Approval

Students under the age of 13 at the time of enrollment must receive approval from the Dean of Instruction. Recommendation of the school principal/designee and college instructor approval does not guarantee approval of the instructional dean or enrollment.

College Dean of Instruction Signature Date Approved _____ Denied _____

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 College Board policy.

1. **Maximum Units:** Mendocino College allows eligible K – 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. K-10 students must obtain approval for enrollment from the Mendocino College instructor of record. Students under the age of 13 at the time of enrollment must also obtain approval from an instructional dean. 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 review the following link:

<http://www.mendocino.edu/admissions/registration/prerequisites-corequisites-and-recommended-preparation>.

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. Non-resident students are required to pay tuition in addition to applicable semester fees. Current fee information can be reviewed at: <http://www.mendocino.edu/admissions/registration/fees>. Other costs, such as materials and books, are to be paid by the student.

6. **Course Registration:** Please note, that submitting 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 WebAdvisor, or in person at the college campus or centers, in accordance with all 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 WebAdvisor 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.

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, parents of community college students do not have a right of access to their children's student records, regardless of whether the student is under the age of 18. In accordance with this regulation, students' 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 at http://mendocino.edu/sites/default/files/docs/admissions/v1-ferpa_waiver.pdf 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 (Family Educational Rights and Privacy Act) instructors may not discuss student performance or other student-related issues with parents without written consent. 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 son or daughter 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 the above policies and requirements. Furthermore, you have also reviewed and assessed your son/daughter's ability to succeed in the classes recommended by the high school; and that he/she has your approval to enroll in Mendocino College courses.

Parent/Guardian Signature

Date