

**CAP FORM  
CAREER ADVANCED PLACEMENT**

**IMPORTANT:** Please submit the completed CAP Form to the Admissions & Records Office before the student's registration date.

**STUDENT INFORMATION**

**Student Name:** \_\_\_\_\_ **SCC Student ID#:** \_\_\_\_\_  
(Last) (First)

**Phone:** \_\_\_\_\_ **E-Mail:** \_\_\_\_\_ **Birth Date:** \_\_\_\_\_

I have previously taken a course at SCC  
 I have been coded as a nonresident of CA

**Grade:**  K – 8<sup>th</sup>  9<sup>th</sup>  10<sup>th</sup>  11<sup>th</sup>  12<sup>th</sup>  
*Please note, if the student is K – 8<sup>th</sup>, they will be charged enrollment and all other college fees and the Department Dean's approval will be required*

*By signing below I confirm that I have read and agree to abide by the conditions detailed in "CAP Acknowledgments" on the second page of this form.*

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**PARENT APPROVAL**

**Parent Name:** \_\_\_\_\_  
(Last) (First)

*By signing below I confirm that I have read and agree to abide by the conditions detailed in "CAP Acknowledgments" on the second page of this form.*

**Parent Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**IMPORTANT:** Registration will only be allowed for courses that have been approved by the school Principal or Counselor on or after the student's Registration Date (see pt. I. of CAP Acknowledgments, for more information)

**CONCURRENT ENROLLMENT CERTIFICATION**

**This petition applies to the following term** (check one):  Fall 20\_\_  Intersession 20\_\_  Spring 20\_\_  Summer 20\_\_

\_\_\_\_\_  
**School Name** **Principal/Counselor Name** (please print)  
*If homeschool, an affidavit must be provided*

<b>Subject &amp; Course Number</b> <i>(e.g. ENGL-101)</i> <i>One course per line</i>	<b>Units</b>	<b>Section Number</b> (e.g. 65432) <i>Please note, including the section number does not preclude you from registering for other section numbers of the course(s) you have been approved for.</i>	<b>Principal/Counselor Signature</b> <i>Please note, by signing below you are indicating that this student's enrollment complies with the relevant Education Code sections for concurrent enrollment (see reverse page, Principal/Counselor's Certification for Concurrent Enrollment.)</i>

*Please note, if the student is enrolled full-time within RSCCD they are required to pay enrollment, mandated, and required fees (see pt. VI. of CAP Acknowledgments, for more information.)*

**IMPORTANT:** This portion of the form must be completed if the student is K – 8<sup>th</sup>. If the student is NOT K – 8<sup>th</sup>, this portion should be left blank

**DEAN APPROVAL**

**Dean Name:** \_\_\_\_\_

**Dean Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**FOR A&R USE UPON RECEIPT**

Verify grade/age  If K-8<sup>th</sup> SPRO > Student Type to CAP-L – Inform regarding payment  Signatures on both forms  Entered into STPE Staff Initials: \_\_\_\_\_ Date: \_\_\_\_\_

## CAP ACKNOWLEDGMENTS

### CAREER ADVANCED PLACEMENT

- I. Registration will only be allowed for courses that have been approved by the school Principal or Counselor. The completed CAP Form and CAP Acknowledgments should be submitted to Admissions & Records after the college application has been submitted and before the student's Registration Date. The Registration Date can be found on WebAdvisor by selecting "View Online Registration Date." Registration priority is afforded to College Students as per the California Code of Regulations, title 5, section 58108. Registration for CAP Students will only be allowed after College Students registration dates have passed.
- II. All student record information (including transcripts and class schedules) are confidential and not accessible to parents or guardians. Student information will only be released directly to the student.
- III. The student will be receiving college credits for the classes in which they are enrolled. The student is establishing a permanent college transcript with the college.
- IV. It is the student's responsibility to drop the class before the drop deadline if they choose to stop attending the course.
- V. The student is responsible for knowing the refund and drop deadlines associated with the course(s) in which they are enrolled. This information can be found in the course's "Section Information" on WebAdvisor.
- VI. If the CAP Student is enrolled full-time within the Rancho Santiago Community College District (which includes Santiago Canyon College and Santa Ana College), the student will be charged the current Enrollment Fees for all units. Full-time is defined as 12 units for the Fall and Spring semesters and 6 units for the Summer and Intersession terms.
- VII. The Enrollment Fee is waived for CAP Students who are in grades 9th - 12th and enrolled less than full-time within RSCCD. However, CAP Students will be responsible for other mandated and required college fees if the course(s) are taken at the college. These fees must be paid in full within 3 days of registration. If the fees are not paid in full within 3 days, the student may be dropped from their course(s) for non-payment. All fees are waived when enrolling in courses located at the high school.
- VIII. CAP Students who are enrolled in grades K - 8th are required to pay all enrollment fees and all other mandated and required college fees.
- IX. CAP Students may request academic accommodations through the Disabled Students Programs and Services (DSPS) office at (714) 628-4860 or through the Dual Enrollment Office at (714) 628-5937.

## PRINCIPAL/COUSELOR'S CERTIFICATION FOR CONCURRENT ENROLLMENT

**Section 1.** Section 48800 of the Education Code: 48800. (a) The governing board of a school district may determine which pupils would benefit from advanced scholastic or vocational work. The intent of this section is to provide educational enrichment opportunities for a limited number of eligible pupils, rather than to reduce current course requirements of elementary and secondary schools. The governing board may authorize those pupils, upon recommendation of the principal of the pupil's school of attendance, and with parental consent, to attend a community college during any session or term as special part-time or full-time students and to undertake one or more courses of instruction offered at the community college level. (b) If the governing board denies a request for a special part-time or full-time enrollment at a community college for any session or term for a pupil who is identified as highly gifted, the board shall issue its written recommendation and the reasons for the denial within 60 days. The written recommendation and denial shall be issued at the next regularly scheduled board meeting that falls at least 30 days after the request has been submitted. (c) The students shall receive credit for community college courses that they complete at the level determined appropriate by the school district and community college district governing boards. (d) The principal of a school may only recommend a pupil for community college summer session if that pupil meets all the following criteria: (1) Demonstrates adequate preparation in the discipline to be studied. (2) Exhausts all opportunities to enroll in an equivalent course, if any, at his or her school of attendance. (3) For any particular grade level, a principal may not recommend for community college summer session attendance more than 5 percent of the total number of pupils who completed that grade immediately prior to the time of recommendation. (4) Notwithstanding Article 3 (commencing with Section 33050) of Chapter 1 of Part 20, compliance with this subdivision may not be waived.

**Section 2.** Section 48800.5 of the Education Code: 48800.5 (a) A parent or guardian of a pupil, regardless of the pupil's age or class level, may petition of the governing board of the school district in which the pupil is enrolled to authorized the attendance of the pupil at a community college as a special full-time student on the ground that the pupil would benefit from advanced scholastic or vocational work that would thereby be available. If the governing board denies the petition, the pupil's parent or guardian may file an appeal with the county board of education, which shall render a final decision on the petition in writing within 30 days. (b) A pupil who attends a community college as a special full-time student pursuant to this section is exempt from compulsory school attendance under Chapter 2 (commencing with Section 46100) of Part 26. (c) A parent or guardian of a pupil who is not enrolled in a public school may directly petition the president of any community college to authorize the attendance of the pupil at the community college as a special part-time or full-time student on the ground that the pupil would benefit from advanced scholastic or vocational work that would thereby be available. (d) Any pupil authorized to attend a community college as a special full-time student shall, nevertheless, be required to undertake courses of instruction of a scope and duration sufficient to satisfy the requirements of law. (e) For purposes of allowances and apportionments from the State School Fund, a community college shall be credited with additional units of average daily attendance attributable to the attendance of special full-time students at the community college.

**Section 3.** Section 48802 of the Education Code: 48802. (a) For purposes of allowances and apportionments from Section B of the State School Fund, a community college shall be credited with additional units of average daily attendance attributable to the attendance of pupils at the community college as special part-time students pursuant to this article and as set forth in Section 76002. (b) A school district whose pupils attend a community college as special part-time students pursuant to this article shall, for purposes of allowances and apportionments from Section A of the State School Fund, continue to receive credit for attendance by those pupils computed in the manner prescribed by law, and a pupil's attendance at school for the minimum school day shall be deemed a day of attendance for purposes of making the computation.