

**SPECIAL ADMIT FORM for OUSD STUDENTS**

**IMPORTANT:** Please submit the completed Special Admit Form to the Admissions & Records Office before the student's registration date.  
A Special Admit Form must be submitted for each semester for which the student intends to enroll.

STUDENT INFORMATION	<b>Student Name:</b> _____ <b>SCC Student ID#:</b> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <span style="margin-left: 100px;">(Last)</span> <span style="margin-left: 100px;">(First)</span> <span style="margin-left: 100px;">(Student ID # consists of 7 numbers)</span>
	<b>Phone:</b> _____ <b>E-Mail:</b> _____ <b>Birth Date:</b> _____
	<b>Grade:</b> <input type="checkbox"/> K – 8 <sup>th</sup> <input type="checkbox"/> 9 <sup>th</sup> <input type="checkbox"/> 10 <sup>th</sup> <input type="checkbox"/> 11 <sup>th</sup> <input type="checkbox"/> 12 <sup>th</sup> <input type="checkbox"/> SB 554 (OEC/Adult School/Noncredit) <i>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.</i>
	<i>By signing or typing my name below, I confirm that I have read and agree to abide by the conditions detailed in "Special Admit Acknowledgments" on the second page of this form. The parties agree that this form may be electronically signed. The parties agree that the electronic signatures appearing on this form are the same as handwritten signatures for the purposes of validity, enforceability, and admissibility.</i>
<b>Student Signature:</b> _____ <b>Date:</b> _____	

PARENT/GUARDIAN APPROVAL	<b>IMPORTANT:</b> The Parent/Guardian Approval Section is NOT required for SB 554 (OEC/Adult School/Noncredit) students who are over 18 years old
	<b>Parent/Guardian Name:</b> _____ <span style="margin-left: 100px;">(Last)</span> <span style="margin-left: 100px;">(First)</span>
	<i>By signing or typing below, I confirm that I have read and agree to abide by the conditions detailed in "Special Admit Acknowledgments" on the second page of this form. The parties agree that this form may be electronically signed. The parties agree that the electronic signatures appearing on this form are the same as handwritten signatures for the purposes of validity, enforceability, and admissibility.</i>
<b>Parent/Guardian Signature:</b> _____ <b>Date:</b> _____	

CONCURRENT ENROLLMENT CERTIFICATION	<b>IMPORTANT:</b> 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 Special Admit Acknowledgments, for more information)																
	<b>This petition applies to the following term (check one):</b> <input type="checkbox"/> Fall <input type="checkbox"/> Intersession <input type="checkbox"/> Spring <input type="checkbox"/> Summer <b>Year:</b> _____																
	<b>School Name</b> _____ <b>Principal/Counselor Name</b> _____ <small>(If homeschool, an affidavit must be provided)</small> <span style="margin-left: 150px;"><small>(please print)</small></span>																
	<table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 25%;">Subject &amp; Course Number <small>(e.g., ENGL-101) One course per line</small></th> <th style="width: 10%;">Units</th> <th style="width: 30%;">Section Number (e.g., 65432) <small>Including the section # does not preclude you from registering for other section #s of the course(s) you have been approved for</small></th> <th style="width: 35%;">Principal/Counselor Signature <small>By signing below, you are indicating that this student's enrollment complies with the relevant Education Code sections for concurrent enrollment</small></th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table>	Subject & Course Number <small>(e.g., ENGL-101) One course per line</small>	Units	Section Number (e.g., 65432) <small>Including the section # does not preclude you from registering for other section #s of the course(s) you have been approved for</small>	Principal/Counselor Signature <small>By signing below, you are indicating that this student's enrollment complies with the relevant Education Code sections for concurrent enrollment</small>												
	Subject & Course Number <small>(e.g., ENGL-101) One course per line</small>	Units	Section Number (e.g., 65432) <small>Including the section # does not preclude you from registering for other section #s of the course(s) you have been approved for</small>	Principal/Counselor Signature <small>By signing below, you are indicating that this student's enrollment complies with the relevant Education Code sections for concurrent enrollment</small>													
<small>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 Special Admit Acknowledgments.)</small>																	

SCC APPROVAL	<b>IMPORTANT:</b> This portion must be completed if the student is in K – 8 <sup>th</sup> grade or in the SB 554 (OEC/Adult School/Noncredit) Program. If the student is NOT K – 8 <sup>th</sup> or SB 554, this portion should be left blank.	
	<b>Students in K-8<sup>th</sup> grade must obtain Dept. Dean's signature</b>	<b>OEC/Adult School/Noncredit students must obtain OEC Administrator's signature</b> <small>By signing below, you are indicating that this student has met all proficiency requirements through coursework, assessments, or multiple measures</small>
	<b>Dept. Dean Name:</b> _____ <b>Dept Dean Signature:</b> _____	<b>OEC Administrator Name:</b> _____ <b>OEC Administrator Signature:</b> _____

FOR A&R USE UPON RECEIPT	
<input type="checkbox"/> Verify grade/age <input type="checkbox"/> Signatures <input type="checkbox"/> Entered into STPE <input type="checkbox"/> If F1/F2 Visa (FPER) → Inform regarding payment <input type="checkbox"/> If K-8 <sup>th</sup> (SPRO) → Student Type to CAP-L → Inform regarding payment <input type="checkbox"/> If OUSD (Canyon/EI Modena/Orange/Parkside/Richland/Villa Park) → LT <input type="checkbox"/> If Nonresident (SHAP) → Check app for HS data → If predetermined/reason code: no HS data (only) → change to Resident <span style="color: red;">↓</span> → If HS data exists / not F1/F2 (FPER) → Ask for documentation	<b>RCVD/PROCESSED BY:</b> <b>INITIAL:</b> _____ <b>DATE:</b> _____

## SPECIAL ADMIT ACKNOWLEDGMENTS

- I. Registration will only be allowed for courses that have been approved by the school Principal or Counselor. The completed Special Admit Form and Special Admit 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 Special Admit 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. Students interested in taking a course with a prerequisite of Intermediate Algebra must have successfully completed Algebra II, Integrated Math III, or a higher-level math course. To be cleared for these courses, students must submit the Prerequisite Clearance Form along with transcripts to [prereq@sccollege.edu](mailto:prereq@sccollege.edu).
- IV. 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.
- V. It is the student's responsibility to drop the class before the drop deadline if they choose to stop attending the course.
- VI. 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](#).
- VII. If the Special Admit 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.
- VIII. The Enrollment Fee (in-state fee) is waived for Special Admit Students in grades 9th - 12th and enrolled less than full-time within RSCCD. However, Special Admit 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.
- IX. RSCCD shall charge a tuition fee to nonresident students who hold F1/F2 visas. F1/F2 students are not exempted.
- X. Special Admit Students who are enrolled in grades K - 8th are required to pay all enrollment fees and all other mandated and required college fees.
- XI. Special Admit 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.
- XII. Title IX of the Education Amendments of 1972 and certain other federal and state laws prohibit discrimination or harassment on the basis of gender or sex in education programs and activities operated by RSCCD. The protection against discrimination on the basis of gender includes sexual harassment, sexual misconduct, intimate partner violence, and stalking. Please contact the District Administrator for Title IX if you have any questions about school policies or wish to file a report ([www.rscdd.edu/incidentreportingform](http://www.rscdd.edu/incidentreportingform)). To learn more about Title IX, please visit [www.rscdd.edu/titleix](http://www.rscdd.edu/titleix).

## PRINCIPAL/COUNSELOR'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 sessions 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.

**Section 4.** Ed Code 52620: The governing board of a school district overseeing an adult education program or the governing board of a community college district overseeing a noncredit program may authorize a student pursuing a high school diploma or a high school equivalency certificate, upon recommendation of the administrator of the student's adult school or noncredit program of attendance, to attend a community college during any session or term as a special part-time student, and the community college district shall be credited or reimbursed pursuant to Section 48802 or 76002, provided that no school district has received reimbursement for the same instructional activity. The intent of this section is to better facilitate streamlined enrollment in colocated credit college courses on adult education and noncredit program sites and to help ensure a smoother transition from secondary education to college for adult high school equivalency students by providing them with greater exposure to the collegiate atmosphere.