

Term: (circle one)

Summer Fall Spring  
Year: 20\_\_\_\_\_

**Los Medanos College**  
**Special Admit Enrollment Form**  
**for Eligibility to Enroll in College Credit Classes**

LMC Student ID#  
\_\_\_\_\_

*Form must be submitted in person at time of enrollment*

**Part I – Student**

Name \_\_\_\_\_ Date of Birth \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Last First

Phone \_\_\_\_\_ Email Address \_\_\_\_\_

I authorize \_\_\_\_\_ I do not authorize \_\_\_\_\_ Los Medanos college to release my educational records to my parent/legal guardian (as noted below) or to my high school, if requested. Permission is only granted for the term covered by this form. I understand that grades earned remain on my permanent record at Los Medanos College.

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

**Part II – Parent/Guardian**

I am the parent or legal guardian of the above named student. I acknowledge that my child, as a college student, will be expected to adhere to all college rules of conduct, as well as the responsibilities detailed on the back of this form. I understand that in accordance with State and Federal law, I will not have the right to access my child's records without his/her written consent or a court order. I understand that LMC reserves the right to deny admission to courses.

**Parent/Guardian Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Part III – Principal's Recommendation & Certification**

The above named student meets all the following criteria as defined by Education Code 48800.5 and 76001:

- Demonstrates adequate preparation in the discipline to be studied.
- Is able to benefit from college instruction.

**For Summer Session Students ONLY:**

- This recommendation does not exceed five percent of the students at the same grade level.
- Has exhausted all opportunities to enroll in an equivalent course, if any, at his or her school of attendance.

**During the term enrolled at Los Medanos College, the student will be a:**

\_\_\_ Senior \_\_\_ Junior \_\_\_ Sophomore \_\_\_ Other (please list level) \_\_\_\_\_

**Recommended Courses (enrollment is restricted to courses listed below):**

Course #/Title \_\_\_\_\_ Section # \_\_\_\_\_

Course #/Title \_\_\_\_\_ Section # \_\_\_\_\_

Course #/Title \_\_\_\_\_ Section # \_\_\_\_\_

**Eligibility for the above course(s) does not guarantee the course will be open at the time of registration at LMC.**

**Principal's Signature (or designee)** \_\_\_\_\_ **Date** \_\_\_\_\_

Name of School \_\_\_\_\_ Phone \_\_\_\_\_

Public \_\_\_\_\_ Private \_\_\_\_\_ Home School \_\_\_\_\_ (please attach affidavit)

# **Special Admit Enrollment Expectations and Responsibilities**

## **Special Admit Enrollment**

- Title 2, Chapter 5, Article 1, Section 48800 of the California Education Code allows the governing board of any school district to determine which students would benefit from advanced scholastic or vocational work. The intent of this section of the California Education Code is to provide educational enrichment opportunities for a limited number of eligible pupils, rather than reduce current course requirements of elementary and secondary schools.
- Los Medanos College interprets “advanced scholastic” coursework as those courses designated as degree applicable (DA), in the LMC College Catalog.
- Students who are 14 years of age or older or those who have completed the eighth grade or higher are eligible for concurrent enrollment as “special admit” students at LMC.
- Los Medanos College reserves the right to exclude or limit enrollment of Special Admit students into impacted programs and in other programs or courses based on health, safety, instructional methodology, faculty constraints, or legal requirements.
- New and returning high school students must submit a college application along with a Special Admit Approval Form during **in-person registration**. Continuing high school students need not reapply.
- Continuing high school students may enroll in person on the last day of continuing student registration. New and returning high school students may enroll in person during open registration, with submission of a college application and appropriate approval forms. Special Admit students registering for LMC courses at CCC or DVC before these dates will be dropped from the LMC courses.

## **Student Responsibilities**

- You may register for **approved classes only**. **Registering for non-approved classes will result in loss of Special Admit enrollment privileges.**
- All coursework taken at LMC becomes a permanent part of your college academic history. Grades received or excessive drops have implications for future status involving financial assistance, athletic eligibility, academic standing, etc.
- Clear prerequisites and arrange for testing, if necessary.
- You are responsible for reviewing and abiding by all academic and student life policies in the Schedule of Classes and the College Catalog.
- Make sure that you meet all academic deadlines.
- Books and materials must be purchased for all classes. They are not loaned or given out free of charge.
- Special Admit students are exempt from enrollment fees if enrolled in less than 12 units. However, Special Admit students must pay the student union fee (\$1 per unit, to a maximum of \$10 per academic year).
- LMC is an adult academic learning environment and you are expected to behave accordingly.
- By signing in the space provided on the front of this form, you agree that you are eligible to enroll as a Special Admit student and that you will abide by all LMC policies and procedures. Additionally, you agree that you have reviewed these expectations with your parent or guardian.
- Home schooled students must provide verification of an Affidavit for Home Schooling, filed with the Department of Education, at the time of registration.

## **Parent or Guardian Information**

- Special Admit students are treated like every other college student. All college coursework is governed by the Family Education Rights and Privacy Act (FERPA) which allows release of academic information, including grades, to the student only – regardless of age. Academic information is not released to parents or third parties without written consent of the student. Upon consent by the student, information is only released to the authorized party in person or in writing. (**NOTE:** The student’s signature on the front of this form may authorize release of academic information. If authorized, it may be released only to the parent or guardian who signed this form.)
- LMC 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.
- Review your student’s Special Admit enrollment form with him or her. Please be aware that all coursework at LMC becomes permanent record on a student’s academic history; grades received or excessive drops have implications for future student status at the college, involving financial assistance, athletic eligibility, etc.
- By entering a college environment, your son or daughter will be exposed to a diverse population in educational programs designed for an adult learner that may involve sensitive topics that might be considered controversial or offensive in the secondary setting. LMC will not change course content or curriculum to accommodate Special Admit students.