

Enrollment Term:

(mark with x)

Summer _____

Fall _____

Spring _____

Year: _____

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

Form must be submitted in person at time of enrollment

LMC Student ID#

Part I – Student Information/Courses Requested

Name _____ Date of Birth ____/____/____
 Last First

Phone _____ Email Address _____

Please list all courses in which you wish to enroll at LMC during the current semester:

Course Number	Course Title	Section	Units
			Total:

By signing below, I acknowledge that I am enrolling in a college-level course and will be held to academic standards appropriate to an adult educational environment. All coursework will become part of my permanent college records. Additionally, my signature constitutes approval for lawful release of information at the discretion of LMC from pupil records to my parent/legal guardian, approved agencies and organizations, and exchange of information concerning my records between my high school and Los Medanos College.

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

High School Student Signature: _____ **Date:** _____

Part II – Parent/Guardian Authorization for Enrollment

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 – High School Authorization

In compliance with Education Code §48800 and 76001, I recommend the student listed above for enrollment in **advanced scholastic or vocational courses** offered by Los Medanos College.

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/her school of attendance.

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

___Senior ___Junior ___Sophomore ___Freshman

Principal's Signature (or authorized personnel): _____

Print Name: _____ **Date:** _____

Name of School: _____ **Phone:** _____

Public _____

Private _____

Home School _____ (must attach affidavit)

LMC Office Use Only:

Processed By: _____ **Date:** _____

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 to 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 and 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.
- Special Admit Students may only add courses in person during Special Admit/Concurrent High School Student Registration regardless of previous attendance.
- If you are under 16 years of age you must complete an **Age Waiver Form**. All areas of the form must be complete before the form will be accepted.

- Students who plan to take more than 7 units in the fall or spring semester, or more than 5 units in the summer must complete a **Unit Limit Waiver Form**. All areas of the form must be complete before the form will be accepted.

Student Responsibilities

- You may register for **approved classes only**. **Blank forms will not be accepted**.
- 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 assessment testing, if necessary.
- 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).
- Special Admit students must pay the student activity fee \$5 (unless a refund request is submitted to the Cashier’s Office during the refund period for each term enrolled).
- 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 and/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
- 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 High School students.