



**Contra Costa College**  
**Concurrent Enrollment Form (Special Admit)**  
**for Eligibility to Enroll in College Credit Courses**

Term: Fall \_\_\_ Spring \_\_\_ Summer \_\_\_

Year: 20\_\_\_

College ID# \_\_\_\_\_

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

Grade Level: 7th, 8th, 9th, 10th, 11th, or 12th

Circle One: \*Level during the term of attendance

**Part I – Student**

**Anticipated HS Graduation Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_

Name \_\_\_\_\_  
Last First

Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_

Phone \_\_\_\_\_ Email Address \_\_\_\_\_@insite.4cd.edu

☐ I authorize ☐ I do not authorize Contra Costa 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 records at Contra Costa College.

**Student's Signature**  X  \_\_\_\_\_

**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 expectations and 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 court order. I understand that CCC reserves the right to deny admissions to a specific course.

**Parent/Guardian Name** \_\_\_\_\_

**Parent/Guardian Signature**  X  \_\_\_\_\_

**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 Students ONLY:**

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

**Approved Courses: (required) must be completed by principal or designee.**

**\*\*\*Incomplete forms will be withheld by A&R and a new form provided.\*\*\***

Date Stamp & Operator Initials

Course # (Ex. Math-118)	Course Title (Ex. intermediate Algebra)	*Desired Section # (Ex. 0001)	Late Add Code or Instructor Signature

\*Students are permitted to enroll in another section of the same course if the section they have listed is closed.

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

**Date** \_\_\_\_\_

**^ Name of School:** \_\_\_\_\_

**Phone** \_\_\_\_\_

**^ If home schooled, please attach a Private School Affidavit.**

Processed by: \_\_\_\_\_ Date: \_\_\_\_\_

## **Concurrent Enrollment (Special Admit) 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.
- Contra Costa College interprets “advanced scholastic” coursework as those courses designated as degree applicable (DA) in the CCC Catalog.
- Contra Costa College reserves the right to exclude or limit enrollment of special admit students into impacted programs and other programs or courses based on health, safety, instructional methodology, faculty constraints, or legal requirements.
- Students enrolling in PE activity courses are subject to the 10% limit for each section.
- New and returning high school students must submit a college application (online) along with a Concurrent Enrollment (Special Admit) Form during **in-person registration**. Continuing high school students need not reapply.
- Concurrent students may enroll in person during open registration. Please submit your application **online** prior to your enrolment date. Bring your signed concurrent form, and proof of prerequisite completion if enrolling in a course that has a prerequisite. Concurrent (Special Admit) students registering for CCC courses at LMC or DVC before these dates will be dropped from the CCC classes.

### **Student Responsibilities**

- You may register for **approved classes only**. **Registering for non-approved classes will result in a loss of Concurrent (Special Admit) enrollment privileges.**
- All coursework taken at CCC become 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.
- You are required to meet all academic deadlines.
- Books and materials must be purchased for all classes. They are not loaned or given out free of charge.
- Concurrent (Special Admit) students are exempt from enrollment fees if enrolled in less than 12 units. However concurrently enrolled students must pay the student representation fee (\$1) and the Student Activity Fee (\$5) which is optional. These fees are due each semester. Please see the catalog for more information.
- CCC is an adult academic learning environment and you are expected to behave accordingly.
- By signing the space provided on the front of this form, you agree that you are eligible to enroll as a Concurrent (Special Admit) student and will abide by all CCC 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 Educational 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, or may not, authorize release of academic information. If authorized, it may be release only to the parent/guardian who signed the form.)**
- CCC 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 Concurrent (Special Admit) Enrollment Form with him or her. Please be aware that all coursework at CCC becomes a permanent record on the student’s academic history; grades received or excessive drops have implications for future student status at the college, including financial assistance, athletic eligibility, etc.
- 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. CCC will not change course content or curriculum to accommodate Concurrent (Special Admit) students.