



## **AP 5010 Admissions and Concurrent Enrollment**

### Reference:

Education Code Section 48000, 48800.5, 48802, 76000, 76001, 76002, 76004, 76140, 76300;  
Labor Code Section 3077

1. After meeting the admission criteria in Board Policy 5010, prospective students, 18 years of age or older, must apply for admission prior to the semester/term for which they wish to enroll in classes.
2. According to Title 5, section 54010, students returning to College of the Canyons after an absence of one semester or more, must re-apply for admission to meet California residency requirements.
3. To best support the visa status of international students and their academic success, all prospective students lacking USA residency and seeking admission to College of the Canyons as permitted by any kind of study visa shall apply through the International Services & Programs office.
4. To be admitted to the college for concurrent enrollment purposes pursuant to Board Policy 5010 part-time and full-time special admission high school students must (a) apply for admission prior to the registration deadline for each semester/term for which the student intends to enroll in classes, (b) complete an orientation prior to the first semester/term of enrollment, and satisfy one of the following categories:
  - a. Be currently enrolled in grades 11-12 at a public or private high school in California.
  - b. Be a “highly gifted student” enrolled in grades K-10 who meets all of the requirements that apply to students enrolled in grades 11-12 and who has submitted a score of 150 or higher on the current version of the WISC intelligence test.
  - c. Be currently enrolled in grades 11 or 12 in a home school program that meets state guidelines for prospective students to be admitted. Programs deemed eligible must meet one of the following criteria: (1) The home school program must be affiliated with a county department of education program, (2) must be taught by a person holding a California teaching credential, or (3) must hold a current private school affidavit filed with the State Superintendent of Public Instruction.

5. To be admitted to the college for dual enrollment purposes pursuant to Board Policy 5010, part-time and full-time special admission high school students seeking admission must satisfy all of the following conditions:
  - a. Be currently enrolled in grades 9-12 at a public or private high school in California.
  - b. Apply for admission prior to the registration deadline each semester/term for which they plan to enroll in classes.
  - c. Complete an orientation prior to the first semester/term of enrollment.
6. To be admitted to the college for continuing education courses through concurrent and dual enrollment purposes pursuant to Board Policy 5010, part-time and full-time special admission middle school and high school students seeking admission must satisfy all the following conditions:
  - a. Be currently enrolled in grades 7-12 at a public or private middle or high school in California.
  - b. Apply for admission prior to the registration deadline each semester/term for which they plan to enroll in classes.
  - c. Complete an orientation prior to the first semester/term of enrollment.
7. Admissions personnel will determine which students will be eligible for admission to College of the Canyons.
8. Once approved for admission, all eligible special admission students must be recommended for each class they plan to enroll by the appropriate middle school or high school principal or designee. Evidence of approval must be presented at the time of registration.
9. Each potential student must submit a complete concurrent enrollment or dual enrollment form with appropriately recommended College of the Canyons degree applicable or continuing education courses, as well as appropriate signatures by the student, parents or guardians, and high school principals, counselors or designees.
10. Each potential student must submit an Authorization to Consent to Medical Treatment form and any other form deemed necessary with appropriate signatures included.
11. Home school students must follow the same procedures as outlined above. To meet required signatures for high school designees, private school authorities or administrators may be considered a designee, the high school or program administrators the student is affiliated with may be considered a designee, or the person holding the California teaching credential may be considered the designee.
12. Students currently in grades 11-12, attending concurrent enrollment courses, will register using a priority system, which is published each semester. Continuing

education students currently in grades 7-12, attending concurrent enrollment courses, will register using a priority system, which is published each semester.

13. Students attending a dual enrollment course will be enrolled in the course by the Admissions and Records staff. Continuing education students currently in grades 7-12, attending dual enrollment courses, will be enrolled in the course by the Admissions and Records staff.
14. Special Admission high school students are restricted from taking the following courses:
  - a. HRMGT 226 - Food and Wine;
  - b. HLHSCI 151 - Emergency Medical Technician 1;
  - c. Physical Education and Recreation courses (except AOC students, Castaic high school students, and high school students registering for on- or off-season Intercollegiate Athletics courses);
  - d. Any course requiring the filing of a contract and/or waiver of liability also requires departmental consent for special admission students to enroll.
15. Students, in any grade level, participating in the Symphony of the Canyons program must follow the same requirements as other special admission students, except the district waives the grade level requirement for students taking the music classes in this program.
16. Students participating in LA County Sheriff, LA County Life Guard, LA Police Department, or LA County Fire Department programs for K-12 students, offered pursuant to an Instructional Service Agreement to which the District is a party, must follow the same requirements as other special admission students, except the District waives the grade level requirement for students taking the classes associated with the ISA program.
17. Students participating in the Academy of the Canyons or Castaic High School programs will attend an orientation conducted COC. AOC students will take the assessment tests prior to their junior year of high school. Academy of the Canyons and Castaic High School students will not be restricted from enrolling in any College of the Canyons class for which they are otherwise eligible and will be exempt from enrollment fees.
  - a. Students enrolled in Academy of the Canyons or Castaic High School may enroll in special admission courses while in the 9-12 grades.
18. The Academic Senate will approve future program and/or course restrictions and exceptions.
19. Special admission part-time high school students may not be enrolled in more than 11.0 units per semester/term. The District shall not commit to offer any section of any credit or non-credit course for any semester/term pursuant to a College and Career Access Pathways Partnership Agreement ("CCAP Agreement") with a middle school or high school district without the consent of District faculty. The process for securing faculty consent is as follows:

- a. For each section of each course that the District proposes to offer pursuant to a CCAP Agreement, the District shall notify the chair of the department responsible for that course of its proposal (including course name and proposed number of sections) or, in the case of a non-credit course, the Faculty Director of Continuing and Adult Education ("Faculty Director").
- b. The District shall notify the department chair or, if applicable, the Faculty Director, of its proposal sufficiently in advance of any statutory, contractual, or other deadline for confirming the course offerings to allow the department chair or, if applicable, Faculty Director, meaningful consideration of the proposal, and in no event less than 14 calendar days.
- c. The notified department chair or, if applicable, Faculty Director, shall undertake reasonable efforts under the circumstances to consult with full-time department faculty, if any, regarding the District's proposal, particularly the course/curriculum coordinator, if applicable, and faculty who are reasonably anticipated to be those offered the opportunity to teach the courses within the proposal and those faculty who have regularly taught the course historically and are reasonably anticipated to do so in the future, in an effort to secure the consensus of the faculty regarding the appropriateness of offering the courses and sections to dual enrollment students. In the case of a non-credit course, the Faculty Director shall consult with relevant disciplinary faculty from other departments when reasonably necessary given the nature of the non-credit course. Regardless of the scope or outcome of this consultation process, the department chair or, if applicable, Faculty Director, possesses final authority to accept or reject the District's proposal.
- d. The department chair or, if applicable, Faculty Director, shall respond to the District's proposal as promptly as reasonably possible under the circumstances by expressing agreement to or rejection of the District's proposal. A response may provide partial consent by agreeing to fewer course sections of a particular course than the District has proposed. The District will not commit to offer any section of any course for any semester/term prior to receipt of the department chair's or, in applicable, Faculty Director's, affirmative consent.
- e. A department chair's or, if applicable, Faculty Director's consent to a District proposal to offer a course for a particular semester/term pursuant to a CCAP Agreement will not constitute consent to offer that course for any subsequent semester/term. Rather, the District must utilize the procedure outlined herein to secure faculty consent to offer courses pursuant to a CCAP Agreement for each semester/term.
- f. The District will provide faculty teaching dual enrollment with appropriate professional development, before they commence with their teaching assignment, that includes mandated reporting and best practices for working with high school or middle school students.

20. Special admission full-time students may be enrolled in 12.0 units or more per semester/term upon submission of a letter from their high school releasing them to attend College of the Canyons full-time instead of attending their respective high school.
  - a. Dual Enrollment students may not enroll in more than 15.0 units per semester.
  - b. Special admission part time high school students who enroll in dual enrollment courses cannot take more than 11.0 units per semester.
21. Once registered in classes, specially admitted part-time students are waived from nonresident and enrollment fees. Specially admitted part-time and dual enrollment students must pay all other appropriate fees each semester/term.
22. Pursuant to AB 2364 and effective January 1, 2017, a district must exempt all qualifying nonresident special part-time students from the nonresident tuition fee.
23. The District is able to report special admission nonresident attendance as resident FTES for apportionment purposes.
24. Nonresident fees may be waived for specially admitted part-time students who would qualify for the AB 540, nonresident tuition exemption, at the time of graduation from high school.
25. The District cannot claim apportionment for students who have their nonresident tuition waived under this section of Board Policy.
26. Once registered in classes, specially admitted students released from their high school to attend College of the Canyons full-time must pay all fees assessed, including the enrollment fee and nonresident fee, if appropriate.

Reviewed and Endorsed by CPC: 9/26/2023

Next Review Date: Fall 2029