AP 5010 Admissions and Concurrent Enrollment

Reference: Education Code, 76140; Title 5 Section 54010

1. After meeting the admission criteria in Board Policy 5010.2 (A) and (B), prospective students, 18 years of age or older, must submit an application for admission prior to the semester/term for which they wish to enroll in classes.
   a. According to Title 5, section 54010, students returning to College of the Canyons after an absence of one semester or more, must re-submit an application for admission to meet California residency requirements.

2. To meet criteria in Board Policy 5010.2 (C) part-time and full-time high school students must complete the following procedures to be admitted to College of the Canyons.
   a. Be currently enrolled in grades 11-12 at a public or private high school in California.
   b. After meeting all requirements that apply to students enrolled in grades 11-12, students applying for admission from grades K-10 must also submit a score of 150 or higher on the current version of the WISC intelligence test to qualify as "highly gifted" and be admitted.
   c. Home school programs must meet 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.
   d. All prospective high school students planning to attend must submit an application for admission prior to the registration deadline each semester/term for which they plan to enroll in classes.
   e. Prior to the first semester/term of enrollment, all prospective students must complete an orientation.

3. According to section 5010.3, admissions personnel will determine which students will be eligible for admission to College of the Canyons.

4. According to section 5010.4, once approved for admission, all eligible specially admitted students must be recommended for each class they plan to enroll by the appropriate high school principal or designee. This information must be presented at the time of registration.
   a. Each potential student must submit a complete special admit form with appropriately recommended College of the Canyons degree applicable courses, as well as appropriate signatures by the student, parents or guardians, and high school principals, counselors or designees.
b. Each potential student must submit an Authorization to Consent to Medical Treatment form and any other form deemed necessary with appropriate signatures included.

c. 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.

d. Students currently in 11th and 12th grade will register using a priority system, which is published each semester.

e. Specially admitted students are restricted from taking the following courses:
   i. HRMGT 226 - Food and Wine;
   ii. HLHSCI 151 - Emergency Medical Technician 1
   iii. Physical Education and Recreation courses (except AOC students and high school students registering for on or off season Intercollegiate Athletics courses)
   iv. Any course requiring the filing of a contract and/or waiver of liability also requires departmental consent for specially admitted students to enroll.

f. Students participating in the Symphony of the Canyons program must follow the same requirements as other specially admitted students, except the district waives the grade level requirement for students taking the music classes in this program.

g. Students participating in the Academy of the Canyons program will attend an orientation conducted by AOC and COC. AOC students will take the assessment tests prior to their junior year of high school. Academy of the Canyons 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.

h. The Academic Senate will approve future program and/or course restrictions and exceptions.

5. According to section 5010.5, specially admitted part-time students may not be enrolled in more than 11.0 units per semester/term.

   a. Specially admitted 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.

6. Once registered in classes, specially admitted part-time students are waived from nonresident and enrollment fees. Specially admitted part-time students must pay all other appropriate fees each semester/term.
a. 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.

b. The District cannot claim apportionment for students who have their nonresident tuition waived under this section of Board Policy.

c. 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.

Approved 04/08/15