

SPECIAL ADMISSION FOR
HIGH SCHOOL STUDENTS
AT
COLLEGE OF THE CANYONS

A Guide for
Parents,
Counselors
&
Students

College of the Canyons has a special program that allows students to take college classes while they are still attending high school. This program, called “Special Admission,” is available to students from public and private high schools. It is a great opportunity for students to get a head start on their college educations.

The great news is that College of the Canyons waives enrollment fees for high school students who participate in the Special Admission program.

Students have to buy their own textbooks and supplies, and pay other mandatory term fees such as those for health, the student center and student representation. They also may want to purchase a parking permit. However, the main enrollment fees are waived.

The Special Admission program is a smart choice because it makes higher education available at a place where an excellent education is convenient and affordable. This is particularly valuable for students who don’t want to wait until they graduate from high school to begin taking college and occupational classes that are college degree applicable and transferable to a four-year institution.

Students must complete the Special Admission and course approval steps to qualify to enroll in degree applicable courses at College of the Canyons. The steps in each process are listed below.

THE SPECIAL ADMISSION PROCESS

Step 1

A high school student must submit an application for admission to College of the Canyons to begin the process. Application forms may be found on-line at

www.canyons.edu, in Hart District high school counseling offices and in the Admissions & Records Office at College of the Canyons.

Step 2

If this is the student's first time at College of the Canyons, an official copy of his or her high school transcript MUST be provided. Transcripts should be submitted at the same time as the application for admission.

Step 3

The student must complete the assessment process prior to his or her first semester's admission deadline, which can be found on the college Web site. The assessment tests are taken on a first-come, first-served basis. Assessment Center hours can be found by visiting www.canyons.edu and clicking "Students."

Step 4

The student must complete the on-line orientation prior to his or her first semester's admission deadline, which can be found on the college Web site. The on-line orientation can be accessed anytime by visiting www.canyons.edu and clicking "Students."

Step 5

All admission criteria listed above must be completed to enroll in classes at College of the Canyons. A letter or e-mail will be sent to each student who has completed the admission process explaining when high school student registration will occur. Students who have not met the criteria above will be notified.

THE SPECIAL ADMIT COURSE APPROVAL PROCESS

Step 1

The high school counselor should provide each student with the two forms necessary to complete the enrollment process at College of the Canyons. The first is the Special Admission form, and the second is a Consent to Medical Treatment form.

Step 2

Once the assessment process is complete, the student must visit his or her high school guidance counselor for recommendation and approval of the degree-applicable College of the Canyons courses for which students are eligible to enroll. A high school counselor must enter approved courses on the Special Admission form. Be sure to list alternative course selections in case first-choice courses are unavailable.

Step 3

Both forms require a combination of signatures from the following: student, parents or guardians, high school counselor, and high school principal. The form MUST have all required signatures and approved courses listed before enrollment at the college can occur.

THE ENROLLMENT IN CLASSES PROCESS

Step 1

The student will receive an admission approval notice from College of the Canyons either by e-mail or postal mail. The notice will list high school student registration dates.

Step 2

Eleventh- and 12th-grade students must bring the signed Special Admission and Consent forms in person to the Admissions & Records Office (Building A, Room 101) at College of the Canyons any day during the high school registration period. High school registration dates can be found in the Schedule of Classes and on the college Web site at www.canyons.edu. College staff will register students only in approved classes. Although enrollment fees are waived, the student should be prepared to pay other mandatory fees at the time of enrollment.

Step 3

Ninth- and 10th-grade students must attend the first class meeting of each course for which they plan to enroll. The student must obtain permission to enroll by having the instructor sign an Add Code form. The student must then bring all three forms – Special Admission, Consent, and Add Code – to the Admissions & Records Office for processing and payment before the add deadline published in the Schedule of Classes. Although enrollment fees are waived, the student should be prepared to pay other mandatory fees at the time of enrollment.

FREQUENTLY ASKED QUESTIONS

Q: What is the maximum number of units a Special Admission student can take in a semester at College of the Canyons?

A: 11 units a semester.

Q: If a student wants to enroll in just one class, must he or she complete the entire admission process?

A: Yes. The student must file an admissions application each semester he or she plans to attend. Participation in the assessment process and completion of the on-line orientation must occur prior to the student's first semester of attendance.

Q: Will my class count for both high school and college credit?

A: Yes. The student must fill out a written request to have official college transcripts sent back to the high school for credit. The grades and units listed on the official college transcript will remain there forever. This means the student may transfer these courses to his or her college or university of choice.

Q: How do I register as an Academy of the Canyons student?

A: Contact the principal of Academy of the Canyons by calling (661) 362-3056. The academy, a high school located on the College of the Canyons campus, hosts a number of information sessions in the community. Please call the principal for information and a schedule.

Family Educational Rights & Privacy Act of 1974

In accordance with the Family Educational rights and Privacy Act of 1974, the educational records of college students are confidential. This means that student records such as class schedules, grades, transcripts and payment balances cannot be released to parents or guardians unless the student gives specific written permission. The law applies to each student attending College of the Canyons, regardless of the student's age.

Important Phone Numbers

Admissions & Records (661) 362-3280

Academy of the Canyons (661) 362-3056

College of the Canyons Counseling (661) 362-3287

Outreach (661) 362-3678

Assessment Center (661) 362-3457

26455 Rockwell Canyon Road
Santa Clarita, CA 91355-1899
<http://www.canyons.edu>
(661) 259-7800