

## Admissions & Records High School Concurrent Enrollment School/Parent Approval Form

Eligible high school students may attend Riverside City College if they demonstrate college readiness. Interested high school students must meet **ALL** of the following requirements:

- Be at least sixteen years of age OR have completed tenth grade
- Have a cumulative GPA of 3.0 or higher
- Attend high school at least a minimum day (not required for summer term)

Students who meet these requirements must submit the following items in order for eligibility to be determined:

1. RCC Online Admission Application Confirmation Page
2. Official High School Transcripts (in a sealed envelope and printed no more than ninety days ago)
3. *School/Parent Approval Form* (signed by all required parties)

**Note for Home-Schooled Students:** In order to satisfy the principal signature requirement, students who are not affiliated with a school district, accredited private school, or the Riverside County Office of Education must submit a copy of the current Private School Affidavit on file with the California Department of Education.

Incomplete packets will not be accepted. In order to be considered for the High School Concurrent Enrollment program, original documents of all the required items must be submitted to the Admissions & Records Office in person at least two weeks before the term begins.

Approved students will receive a yellow High School Concurrent Enrollment (HSCE) add card in the mail no later than two weeks before the start of the specified term. Students will need to attend the first day of class, present the HSCE add card to the instructor and ask the instructor to sign the HSCE add card. Students with a signed HSCE add card must add the class in person at the Admissions & Records office. The class must be added prior to the class' add deadline.

|                   |               |      |                          |
|-------------------|---------------|------|--------------------------|
| Last Name         | First Name    | M.I. | RCCD ID# or SSN          |
| Number and Street | Apt#          | City | State      Zip           |
| (____) _____      | Email Address | Age  | Date of Birth      Grade |
| Phone Number      |               |      |                          |

**Terms of Planned Attendance:**     SUM     FAL     SPR Year: 20\_\_\_\_

**High School Principal/Designee Approval:**

- |  |                              |                             |
|--|------------------------------|-----------------------------|
| • Does the student have a cumulative GPA of 3.0 or higher?                       | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| • Has the student completed 10th grade OR is the student age 16 or older?        | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| • Does this student qualify under the criteria of highly gifted and/or talented? | <input type="checkbox"/> YES | <input type="checkbox"/> NO |

*I certify this student has the ability to benefit from taking advance scholastic or vocational work and/or is identified as highly gifted/talented. I make this recommendation as the principal of the student's school of attendance or I have been given authorization to make this recommendation on behalf of the principal. If applying for RCCD's summer session I certify that this student has demonstrated adequate preparation in the discipline to be studied and has exhausted all opportunities to enroll in an equivalent course at his/her school of attendance. I further certify that for the summer session I will recommend no more than 5% of the total number of pupils who completed that grade immediately prior to the time of recommendation. I understand that it is the responsibility of the K-12 district to ensure that the 5% limitation on summer school enrollments is honored. (CA Ed Code 48800, 48800.5, 76000, 76001 and 76002)*

|             |      |          |
|-------------|------|----------|
| High School | City | District |
|-------------|------|----------|

|                     |       |              |
|---------------------|-------|--------------|
| Name (Please Print) | Title | Phone Number |
|---------------------|-------|--------------|

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Parent/Guardian Approval:**

1. **Student Responsibilities:** Students must act on their own behalf. Parents, guardians, relatives, or friends are not permitted to enroll, drop, or add classes on behalf of the student. The same applies to requesting transcripts or grade verifications.
2. **Student Records:** Even though the student is concurrently enrolled in high school, he/she will be creating a permanent academic record at RCCD. Under Section 49061 of the Education Code, parents of community college students do not have a right of access to their children's student records, regardless of whether the student is under the age of 18. In accordance with this regulation, students' college records will be released to parents only with the written consent of the student.
3. **Contacting Instructors:** Your student is enrolled in a college course and it is important to understand that instructors work directly with students, as opposed to the type of parent interventions you may be accustomed to at the high school level. Under FERPA (Family Educational Rights and Privacy Act), instructors are not required to discuss student performance or other student-related issues with parents. Riverside City College does not accommodate parent requests to contact instructors.
4. **Course Content/Material:** Riverside City College is an adult learning environment. As such, discussion topics and course materials are generally designed for adult students and may not be appropriate for younger students.
5. **Supervision of Minors:** Riverside Community College District assumes no responsibility for the supervision of minor students outside of the classroom setting. Parents are responsible for providing transportation and ensuring that their children are appropriately supervised before and after class.

Signature on this document certifies that I have read, understand, and agree to the above policies and requirements and that my child/legal ward intends to register in public college classes that are **not** specifically designed for students under age 18, and that Riverside Community College District accepts no responsibility for any extraordinary supervision of students less than 18 years of age. Further, I accept responsibility for my child/legal ward's behavior while they are attending a Riverside Community College District class.

Furthermore, I give permission for emergency first aid and treatment for my child/legal ward in the event of an accident or sudden illness. I also give permission for them to be treated by a nurse, physician, and/or mental health counselor at the Health Services Center.

**Name (Please Print):** \_\_\_\_\_ **Relationship to Student:** \_\_\_\_\_

**Parent/Guardian Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**High School Student:**

1. **Maximum Units:** Students cannot register for more than 8 units during the fall/spring semester and no more than 5 units during the summer term.
2. **Restricted Courses:** Students may enroll in most college level courses, provided they meet the necessary prerequisites. The following classes *may not be taken* by high school students: **All Kinesiology (KIN) courses.** Additional course restrictions may be included at the discretion of the college.
3. **Moreno Valley College/Norco College Courses:** Students are allowed to add general courses at Moreno Valley College or Norco College in accordance with each college's high school concurrent enrollment policies and procedures.
4. **Pre-Requisite Requirements:** When a course has a pre-requisite requirement, it means that a student must demonstrate pre-existing knowledge and/or skills to be successful in the course by completing the required previous course(s).
5. **Fees:** High school students are not required to pay enrollment fees. However, students taking courses are required to pay a Health Fee, Student Services Fee and Transportation Fee during every term they attend. Other costs, such as materials, books, and parking permits are to be paid by the student.
6. **Waitlists:** High school students cannot waitlist any Riverside City College class.
7. **Course Registration:** Please note that submitting this approval form and required documents to Admissions & Records **does not** register you in the course. It is the student's responsibility to register for the course(s) in accordance with all college deadlines. It is the student's responsibility to submit the High School Concurrent Enrollment add card to the Admissions & Records office prior to the add deadline.
8. **Rules & Regulations:** All High School Concurrent Enrollment students are responsible for complying with the rules and regulations of the college as published in the Riverside City College Catalog and schedule of classes.
9. **Grades:** The grade(s) you earn in your class(es) will become part of your official college academic record. It is your responsibility to make sure your high school receives college transcripts that you may need in order to receive high school credit. You can request transcripts online via Credentials on the RCC website. A valid photo ID will be required if you request an in-person pickup.

I have read, understand, and agree to the above policies and procedures to be admitted as a High School Concurrent Enrollment student and I affirm that I attend high school classes for at least a minimum day, have availed myself of all opportunities to take these classes at my school, and can benefit from college level courses.

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

The Family Educational Rights & Privacy Act (FERPA) guarantees your right to privacy as it applies to your RCCD records. If you choose to give us permission to release your information to your parents or guardians, please sign below:

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**FOR OFFICE USE ONLY**

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Application Confirmation page        | <input type="checkbox"/> 3.0 GPA Verified on Transcript | <input type="checkbox"/> Flagged            |
| <input type="checkbox"/> Official High School Transcript      | <input type="checkbox"/> Denied                         | <input type="checkbox"/> Student Notified   |
| <input type="checkbox"/> Meets Age OR Grade Level Requirement | <input type="checkbox"/> Approved                       | <input type="checkbox"/> Approved by: _____ |
| <input type="checkbox"/> All Required Signatures Provided     |   |   |