

Term: (circle one)

Summer Fall Spring  
Year: 20\_\_\_\_\_

**Contra Costa College**  
**Concurrent Enrollment (Special Action) Form**  
**for K-12 Students to Enroll in College Credit Classes**

CCC Student ID#  
\_\_\_\_\_

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

**Part I – Student**

Name \_\_\_\_\_ Date of Birth \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Last First Middle Initial

Home Phone (\_\_\_\_\_) \_\_\_\_\_ Cell Phone (\_\_\_\_\_) \_\_\_\_\_

Email \_\_\_\_\_

**Please check one:** 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. If permission is granted, it is only granted for the term associated with this form. I understand that grades earned remain on my permanent record at Contra Costa College. I agree to abide by the expectations and responsibilities listed on the back of this form.

**After Spring Semester of this calendar year, I was/will be a High School:**

\_\_\_ Graduate \_\_\_ Senior \_\_\_ Junior \_\_\_ Sophomore \_\_\_ Other (please list level) \_\_\_\_\_

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

**Part II – Parent/Guardian**

I am the parent or legal guardian of the student named above. 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 a court order. I understand that CCC reserves the right to deny admission to courses. I understand that the College assumes no obligation to provide unlimited or unfiltered access to the Internet. I further understand that my child's use of the Internet may expose him/her to material which is obscene, defamatory, or otherwise offensive, or to persons with predatory or illegal motives. I additionally understand that neither the College nor the Contra Costa Community College District assumes the responsibility or the obligation to shield or otherwise protect him/her from such material or persons. It is my responsibility to ensure that s/he uses the Internet in a responsible manner. I, on behalf of myself, my child, my heirs, executors and assigns, hereby agree to hold harmless, release and covenant not sue the Contra Costa Community College District, its officers, employees, and agents for any and all liabilities, including but not limited to personal injuries which my child may suffer, arising out of my child's use of College facilities to access the Internet. See reverse for more information.

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

**IMPORTANT INFORMATION FOR STUDENTS AND PARENTS**

- Effective September, 2009 at CCC, K-12 students will not be permitted to enroll in a physical education class unless they are enrolled in Middle College High School (MCHS).
- Enrollment is restricted to the courses listed below or, if they are not available, to the alternate courses listed on the reverse side of this form. The school Principal (or designee) must provide an original signature approving the selection of these courses.
- Eligibility for the approved course(s) does not guarantee they will be open at the time of registration at CCC.

**Part III – Principal's Approval & Certification**

**Approved Courses**

Course #/Title \_\_\_\_\_ Section # \_\_\_\_\_

Course #/Title \_\_\_\_\_ Section # \_\_\_\_\_

Course #/Title \_\_\_\_\_ Section # \_\_\_\_\_

**Principal's Statement:** I hereby approve enrollment of the student named above in the courses listed above (or in the event of course unavailability, in the courses listed on the reverse of this form). I hereby certify that s/he 1) meets eligibility criteria as defined in Education Code sections 48800.5 and 76001; 2) demonstrates adequate preparation in the discipline to be studied; and 3) is able to benefit from college instruction. I further certify that for any particular grade level, the number of students recommended to Contra Costa College does not exceed 5 percent of the total number of pupils who completed that grade immediately prior to the time of this recommendation.

**Original Signature of Principal (or Designee)** \_\_\_\_\_ **Date** \_\_\_\_\_

Name of School \_\_\_\_\_ Phone (\_\_\_\_\_) \_\_\_\_\_

Public \_\_\_\_\_ Private \_\_\_\_\_ \*Home Schooled \_\_\_\_\_ (please attach affidavit -- <http://www.cde.ca.gov/sp/ps/rq/affidavit.asp>)

**APPROVED COURSE ALTERNATES:** If the courses listed on the front side of this form are not available, these alternate courses are approved for enrollment by the Principal (or designee).

Course #/Title _____	Section # _____
Course #/Title _____	Section # _____
Course #/Title _____	Section # _____
Course #/Title _____	Section # _____
Course #/Title _____	Section # _____

**Expectations and Responsibilities for Concurrently Enrolled Students**

**Concurrent 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. This section also stipulates that for any particular grade level, a principal shall not recommend for community college summer session attendance by more than 5 percent of the total number of pupils who completed that grade immediately prior to the time of recommendation.
- Contra Costa College reserves the right to exclude or limit enrollment of Concurrent Enrollment (also known as Special Admit) students into impacted programs and in other programs or courses based on health, safety, instructional methodology, faculty constraints, or legal requirements.
- Public and Private school students (K-12) must complete an application for admission once each year. In addition, they must submit a *Concurrent Enrollment Form* each term, bearing the original signature of the principal (or a designee) and the parent/guardian.
- Home schooled students (K-12) must also complete an approved affidavit for home schooling. This affidavit can be obtained at: <http://www.cde.ca.gov/sp/ps/rq/affidavit.asp>.
- Concurrently Enrolled students are no longer permitted to enroll in a physical education class unless they are enrolled in the CCC Middle College High School (MCHS).

**Student Responsibilities**

- Students may only register for classes approved by their Principal. Registering for non-approved classes will result in the loss of Concurrent Enrollment privileges.
- All coursework taken at CCC becomes a permanent part of one's college academic history. Substandard grades or excessive withdrawals can negatively affect one's status with respect to academic standing, financial assistance, athletic eligibility, etc.
- Students must clear all prerequisites and arrange for testing, if necessary.
- CCC is an adult academic learning environment and students are expected to behave accordingly. Students are responsible for knowing and abiding by all academic and student life policies as noted in the Schedule of Classes and the College Catalog.
- Students must make sure all academic deadlines are met, including (but not limited to) those which govern adding and dropping courses, and changing grading options.
- Concurrently enrolled students are only exempt from enrollment fees if enrolled in less than 12 units. Students enrolling in 12 or more units will be required to pay full fees for all units.

**Parent or Guardian Information**

- The release of academic and other information is governed by the Family Educational Rights and Privacy Act (FERPA). Academic information is not released to parents or third parties without the written consent of the student, regardless of the student's age. (**NOTE:** The student's signature on the front of this form may authorize release of academic information only to the parent(s) or guardian(s) who signed this form.)
- The CCC Admissions and Records Office does not keep attendance records for students. Parents should not contact college offices or instructors with the expectation of accessing their student's attendance or other information.
- By entering a college environment, your son or daughter will be exposed to a diverse population in educational programs designed for an adult learner that may involve sensitive topics or access to internet resources that might be considered controversial or offensive in the secondary setting or at home. CCC will not change course content, curriculum, or limit access to internet resources to accommodate Concurrently Enrolled students.