

Information and Instructions

Steps to Enrollment

1. Meet with your adult school counselor to participate in the special admit program at Contra Costa College.
2. Complete the online application for admission at www.contracosta.edu. If you need assistance, visit the Welcome Center in the Student Services Center (SSC-111) at the CCC campus or call 510-215-4110.
3. Take the completed special admit form to your high school for the ***principal's signature***.
4. If you are undocumented you are eligible for SB150, a waiver from paying out of state tuition. Please check the box on the front and attach a copy of your most recent adult school transcript.
5. Enroll in courses in person at the Office of Admissions and Records in the Student Services Center (SSC-115).
6. Attend the first course meeting to avoid losing your seat to another student.
7. This form is required every semester.

Rules for Special Admit Students

- Contra Costa College reserves the right to exclude or limit enrollment of special admit students into impacted programs and other programs or courses based on health, safety, instructional methodology, faculty constraints, or legal requirements.
- State law requires us to limit the enrollment of special admit students in PE courses to 10%.

Student Information and Responsibilities

- All coursework taken at CCC becomes a **permanent part of your college academic history**. Grades received or excessive drops have implications for future status involving financial assistance, athletic eligibility, academic standing, etc.
- You are responsible for reviewing and abiding by all academic policies, and the student code of conduct in the schedule of courses and the college catalog, which is located on the CCC website.
- You are required to meet all academic deadlines. Please familiarize yourself with these deadlines, which are included for each individual class on your class schedule (after you enrolled) on the InSite Portal. **If you stop attending a class, you must drop the class on the portal. Do not ask your instructor to drop you. It is your responsibility.**
- You will receive an email with instructions on how to access your InSite email account. ***All college communication is sent to your InSite email account. Please check it regularly.***
- Students who receive an email indicating they are classified as a non-California resident must verify their residency status with Admissions and Records or the student will be responsible for non-resident fees. **Contact the Admissions and Records Office immediately upon receiving a non-resident email for instructions. If you are undocumented, please check the box on the front of this form (SB150) and attach a copy of your most recent adult school or high school transcript.**



Term(s): Fall Spring Summer

Year (Check one): 2019-20 2020-21 2021-2022

Part I – Student

Name: _____ CCC Student ID#: _____
Last First

Phone: _____ Date of Birth: _____ Email Address: _____

Residency (***This section is to be completed by nonimmigrant and non-resident students only***)
Senate Bill 150 (SB150) allows CCC to exempt a student attending as a special part-time student from paying nonresident tuition. In compliance with SB150, I certify that I am a nonimmigrant, am undocumented, or a non-resident student as defined by federal law. I also certify I have not been granted T or U visa status. I have attached a copy of my most recent middle school or high school transcript.

Student’s Signature _____ **Date** _____

Part II– Principal’s Recommendation & Certification

This assessment of college readiness and approval to take college level courses is good for the current semester, or until permission is revoked by completing the revocation section below and submitting a copy to Admissions and Records.

I certify that the student listed above is currently enrolled in our high school diploma program.

Principal’s Signature (or designee) _____ **Date** _____

Name of School _____ **Phone** _____

I hereby revoke the above student’s permission to enroll in college level courses. The student no longer meets the criteria to enroll. They are not enrolled in the high school diploma program.

Principal’s Signature (or designee) _____ **Date** _____

**Office of Admissions and Records
Contra Costa College
2600 Mission Bell Drive
San Pablo, Ca 94806
510-215-6027 – Phone
510-412-0769 - Fax**