



## High School Concurrent Enrollment Checklist

### Enrollment Services Locations:

- San Jacinto Campus  
(SJC) 951-487-3215  
1499 N. State St.  
Bldg. 1150  
San Jacinto, CA 92583
- Menifee Valley Campus  
(MVC) 951-639-5215  
28237 La Piedra Rd.  
Bldg. 100  
Menifee, CA 92584
- Temecula Education Complex  
(TEC) 951-308-1059  
27447-27463  
Enterprise Circle West  
Temecula, CA 92590
- San Geronimo Pass Campus  
(SGP) 951-922-1327  
3144 W. Westward Ave.  
Banning, CA 92220

\_\_\_ Complete an Online Application for Admission at [CCC Apply](#).

\_\_\_ Complete an [Online Orientation](#).

\_\_\_ Complete the MSJC [Assessment Test](#) at one of the listed locations.  
(SJC Room 1210, MVC Room 1014, TEC and SGPSC)

Submit the following forms to Enrollment Services at one of the  
listed locations:

\_\_\_ A completed School/Parent Agreement form.

***MUST HAVE...***

\_\_\_ Course Requests listed

\_\_\_ Student, Parent/Guardian, and Principal Signature's

\_\_\_ An ***official*** (unopened, signed, sealed) high school transcript.  
Transcripts *must* include courses that are currently in progress.

\_\_\_ Students currently enrolled in 10<sup>th</sup> grade or below must submit a letter  
of recommendation (using school letterhead) from a teacher in the  
same discipline as the course(s) requested.

All forms and testing must be completed prior to the start of class.

**NO LATE REQUESTS WILL BE CONSIDERED.**

Submitted documentation will be reviewed by the Director of Enrollment Services or a Dean of Academic Affairs  
for approval. Please allow sufficient time for review (2-5 business days.)

### **Register for MSJC classes!**

You will be notified by phone of the status of your petition. Once this is done, you must initiate your registration  
at <http://my.msjc.edu>. Please print out and retain your Registration Statement. **You will not receive credit for  
courses if you are not officially enrolled.**

**GOOD LUCK!**

***Let your pathway to success start with Mt. San Jacinto College!***



## **Important Information for Special Admit Students High School Concurrent Enrollment**

### **Preface**

The college maintains its commitment to provide opportunities for qualified and eligible high school students to attend MSJC as special admit students as defined by the Education Code. The Education Code and legislation emphasizes that students attending as special admits (also referred to as concurrent enrollment) should be those that “would benefit from advanced scholastic or vocational work...” Further, the intent of the law is to “...provide educational enrichment opportunities for a limited number of eligible pupils...”

### **Guidelines for special admit high school students:**

The college has established guidelines for special admit high school students. This general criteria is **not** an absolute guarantee for admission. Each student and case is evaluated individually using multiple measures.

### **STUDENTS MUST MEET ALL CRITERIA**

- ✓ Currently in grade 11 or 12\*.
- ✓ Students must follow the matriculation guidelines/processes; completion of MSJC online application for admission, completion of online orientation and assessment at MSJC, with appropriate scores that indicate an ability to benefit from college level work.
- ✓ A cumulative 3.0 high school GPA is generally required for academic courses such as math, English, history, etc. The college will need to review official transcripts to verify GPA.
- ✓ A cumulative 2.0 high school GPA is generally required for vocational courses such as automotive, computer science, multi-media, etc. The college will need to review official transcripts to verify GPA.
- ✓ Completion of MSJC School/Parent Agreement form.
- ✓ Recommendation by the high school principal via signature (this may not be delegated to a designee).
- ✓ Endorsement of Parent/Guardian via signature.

**\*Note:** 9<sup>th</sup> & 10<sup>th</sup> grade students showing exceptional ability will be considered on a case-by-case basis. The same guidelines required of 11<sup>th</sup> and 12<sup>th</sup> grade students also apply to the 9<sup>th</sup> and 10<sup>th</sup> grade students. In addition, a letter of recommendation (using school letterhead) from a teacher in the same discipline for requested enrollment must be included.

**See Reverse Side for More Important Information**

**Who may sign off on the recommendation form for the school district?**

Only the high school principal may sign the recommendation for the student to attend MSJC. This authority may not be delegated.

**What other signatures or materials are required?**

The student will need to provide a completed *School/Parent Agreement* form to MSJC with both the high school principals and the parent's signature of consent. High school transcripts and any other required letters of support should also be attached. The college will only accept complete application packets.

**Are there any deadlines? What is the suggested timeline?**

The only deadline is that all of the requirements and documentation must be presented prior to the start of the class. Students should plan accordingly to ensure they can complete the assessment and orientation process, as well as assemble all of the required documents and signatures prior to the above mentioned date.

**What type of course load and courses may a student take?**

Special admit high school students may take a maximum of two courses up to a total of 8 units in any one semester. The only courses that are not allowed for special admit students are:

- Courses numbered below the 070 level
- "Lab only" physical education courses. Any physical education course must have a lecture component to qualify for special admit students.

Special admit students must meet stated course prerequisites.

**Does a special admit student need to apply each semester?**

A continuing student will need to complete and submit the *School/Parent Agreement* form with all of the appropriate signatures and transcripts each semester. They will not need to fill out the college application or go through the assessment and orientation process again.

**What if a high school student is denied or does not meet the criteria and would like to challenge this decision?**

A student denied to attend the college as a special admit may appeal the decision. To do this, the student must complete and submit the *Request for Appeal of Denial* form, attach a brief statement as to why they are appealing the denial with rationale as to why they should be permitted to attend, and a copy of the *School/Parent Agreement* form. The appeal will be submitted to the Vice President of Instruction for a decision.

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**3144 W. Westward Avenue**  
**Banning, CA 92220**  
**(951) 922-1327**

Semester/year \_\_\_\_\_  
 Name \_\_\_\_\_ Student I.D. \_\_\_\_\_  
 Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Phone # \_\_\_\_\_ E-mail address \_\_\_\_\_

Currently enrolled at: \_\_\_\_\_ School \_\_\_\_\_ Current grade level: \_\_\_\_\_ Date of birth: \_\_\_\_\_

**High school students are admitted to this program based on GPA, class standing, recommendations from HS faculty, assessment placement; and must also satisfy all prerequisites and eligibility requirements for each course.** Courses requested (maximum of two courses):

	Section #	Course ID #	Course Title	Units
1 <sup>st</sup> Choice	_____	_____	_____	_____
2nd Choice	_____	_____	_____	_____
Alternate	_____	_____	_____	_____

Reason for requesting attendance at Mt. San Jacinto College: \_\_\_\_\_

**I authorize my parents/legal guardian to have access to all my academic records including disposition of this request.**

\_\_\_\_\_  
 Student Signature

\_\_\_\_\_  
 Date

**ENDORSEMENT OF PARENT:** I am the parent or legal guardian of the above named student. I hereby grant permission for this student to attend classes at Mt. San Jacinto College. I certify that this student has had all required immunizations and will provide his/her own transportation to and from the college site where the course(s) is/are offered. I acknowledge that my child, as a college student, will be expected to adhere to all college rules of conduct, and that some college courses may have content suitable primarily for adults. I further acknowledge that current enrollment in college courses could impact future eligibility for federal financial aid, even though no financial aid is received for this current enrollment. I understand that in accordance with State and Federal law, I will not have the right to access my child's college records without his/her written consent or a court order. **I have read the information on the back of this form. I acknowledge that MSJC reserves the right to deny admission to courses**

\_\_\_\_\_  
 Parent/Guardian Signature

\_\_\_\_\_  
 Date

**ENDORSEMENT OF SCHOOL PRINCIPAL:** Pursuant to Education Code § 48800, I have reviewed the academic record of the above named student and certify that the student has the ability to benefit from college instruction in the course(s) listed, and: if for a part-time special student, is attending school classes for at least the minimum school day; if a full-time special student the application has been approved by the local board and if applicable the board minutes are attached; if a summer student, the student has taken advantage of all other opportunities for a similar course offered by the school district, and that no more than 5% of this student's school class during the immediate prior term has been approved for enrollment at Mt. San Jacinto College during this summer session.

\_\_\_\_\_  
 Principal's Signature

\_\_\_\_\_  
 Date

**Students enrolled 10<sup>th</sup> grade and below must submit supporting documentation to substantiate college enrollment.**

Students in the second semester of grade 9 or who are in grade 10 must verify recommendation attesting to the student's ability to benefit from enrollment in the college course or program. The recommendation must come from the student's high school teacher in the same discipline for which the student is requesting permission to enroll. If an appropriate matching discipline is not available at the student's high school, the recommendation must then come from the student's high school guidance counselor. This letter of recommendation must be on school letterhead stationery.

**Home School students:** Student must provide Home School authorization form from Riverside County in addition to other documentation.

**\*\*\*\*\*This form along with required documentation must be submitted prior to start of the class.\*\*\*\*\***

**Please read information on the back of this form**

**PLEASE ALLOW A MINIMUM OF FIVE (5) WORKING DAYS FOR DISPOSITION OF THIS REQUEST.**

### For Office Use Only

☐ APPROVED

☐ DENIED

☐ DEFERRED

COMMENTS: \_\_\_\_\_

Signed: \_\_\_\_\_

☐ Transcript

☐ Assessment

☐ Orientation

☐ Met Prerequisite(s)

☐ Recommendation of Specific  
 Discipline (10<sup>th</sup> grade and below)

Date: \_\_\_\_\_

## Admission of High School Students

### REMINDERS:

1. The student is responsible for completing the college registration process, which includes completion of an application for admission, submitting official transcripts, taking the assessment placement test, and attending an orientation session. This form, application for admission, official high school transcript, assessment scores and proof of orientation session **must** be submitted and completed before the class begins. **No late requests will be considered.**
2. Full-time applicants (13 or more units) must submit a copy of the high school district board action approving full-time college status.
3. Graduating high school seniors NOTE:  
College transcripts/grades may not be available until 2-4 weeks after the end of the semester.

The California Education Code has provided a special program for high school students **who are able to benefit from advanced scholastic or vocational studies**. To that end, upon the written recommendation of the high school principal, students in grades eleven and twelve may enroll in 8 units of instruction or 2 courses in non-remedial courses. Some highly qualified ninth and tenth grade students may be admitted based upon demonstrated ability to handle advanced study. **Official transcripts are required.** For purposes of this program, remedial courses are defined as any course numbered under 070, such as English 062. In addition, students **MUST** meet all established course prerequisites in order to be admitted to college courses. Please note that completion of high school courses does not always meet college course prerequisites. Consult a college counselor for details on specific courses.

High school students in grades nine through twelve wishing to participate in this program must submit a "School/Parent Agreement Form," available at high school counseling offices and at the college Enrollment Services offices. The form **MUST** be signed by the high school principal and by the parent or legal guardian. The high school principal, by signing this form, assures the college that the high school student is able to benefit from advanced instruction and meets eligibility requirements.

Because admission of high school students is governed by State laws and regulations, the type of courses permitted and the number of students admitted is limited. High school students **will not** be permitted to enroll in courses where they have failed the same course in high school. Consult a college counselor for specific information on these limits.

**NOTE:** While most high schools accept college courses as satisfying high school graduation requirements, it is the high school's exclusive right to determine what will be accepted, and how it will be counted. In addition, the college can generate official transcripts only after all instructors' grades have been submitted. Therefore, semester grades may not be posted on transcripts in time for high school graduations. Where high school districts will accept it, the college will provide an advance letter indicating course completion to assist the student in going through commencement exercises at the high school. Grades are not automatically sent to the high school. It is the student's responsibility to sign and submit a transcript request form in time for the college to provide a transcript to the high school. All of the regulations regarding transcript requests apply to high school students as well, including fees.

College courses completed by high school students carry the full weight of college credit, and will count toward college degrees and or certificates as outlined in the college catalog. These courses become a part of the student's permanent college transcript.

Under exceptional circumstances, students below grade nine may be admitted by special petition, provided that their academic record provides significant evidence of the ability to benefit from advanced work at the college. (Official transcripts are required of all students in this category.) These requests will be handled on a case by case basis. **MSJC reserves the right to deny admission to courses.**

**SPECIAL NOTE:** It is expected that all high school students enrolling in college courses have the maturity to function effectively on a college campus. No special arrangements for additional supervision of underage students are available. College courses are designed for adult students. In a very small number of disciplines, course content may be unusually frank in order to deal with scholarly discussion of behavioral, artistic, human or other issues. Unlike K-12 schools, colleges do not contact parents in advance to inform them of these issues. Parents are hereby notified that it is their responsibility to assure that their student is able to handle the college environment, as well as the content of the courses in which the student enrolls. Parents may wish to investigate the curriculum prior to enrolling their student if they have any questions or concerns. Parents should be aware that they do not have access to their children's records without a signed release from the child.

**I have read this information and understand that MSJC has the right to deny admission for any course as reflected by my signature on the front of this form.**

**\*\*\*\*\*Continuation in the program is dependent upon satisfactory academic performance\*\*\*\*\***