

Saddleback College provides K-12 students the opportunity to study in advanced-level instructional areas not offered at their present school. College courses completed by K-12 students carry the full weight of college credit, and will count toward college degrees and/or certificates. **IMPORTANT:** As required by state law, K-12 students will receive a low priority registration time so as to not displace regularly admitted students. (*References - California Education Code: Sections 48800-48802, 76001-76002 and 76300*)

***Policies and Requirements:***

1. Each semester of attendance, complete the Special Admission Request K-12 Form and obtain all necessary signatures and school seal. Students will not be permitted to register or remain in classes if this form is not on file for the semester or session of attendance. Altered forms will not be accepted.
2. **Courses with a prerequisite must be cleared at least two weeks prior to enrollment. Information about clearing prerequisites is available at <https://www.saddleback.edu/student-support/academic-counseling/clearing-prerequisites>**
3. Students participating in this program will do so under the direction of their school principal. Home-schooled programs deemed eligible must meet one of the following criteria: 1) affiliation with a county department of education program, 2) must be taught by a person holding a California teaching credential, 3) must hold a current private school affidavit filed with the State Superintendent of Public Instruction. Proof of one of the above is required.
4. Most applicants who are accepted to Saddleback College will be allowed to enroll in any course for which they are recommended; however, **state law restricts enrollment in Kinesiology (physical education) courses.** Students in this program may enroll for either day or extended day classes but are limited to no more than eleven (11) units per semester. The course instructor's permission to enroll is required for K-8 students. Students in grades K-8 are limited to six (6) units per semester.
5. **Students are responsible for complying with the Rules and Regulations (Rights and Responsibilities) of the college as published in the *Saddleback College Catalog*.**
6. Courses offered are at the college level and instructors will teach at that level. Students may be exposed to and involved in discussions of mature subjects.
7. Enrollment in this special admission program establishes a permanent college academic history and transcript. **These grades cannot be changed.** When approved by the school district, courses taken for college credit may also be used to meet high school graduation requirements.
8. **Students are expected to conduct all college business including, but not limited to submitting admissions forms, registering and dropping my classes, paying required fees, and requesting transcripts to be sent. Parents, guardians, relatives or friends of Saddleback College students are not permitted to enroll, drop, or add classes on behalf of the student.**
9. **All college student education records are governed by the Family Education Rights and Privacy Act which allows release of academic information to the student only regardless of age. Academic information is not released to parents or third parties without the written consent of the student.**
10. *The SOCCCD Board of Trustees has authorized the waiver of enrollment fees for students concurrently enrolled in high school (grades 9-12).* High school students are required to pay parking, course materials, and health fees. Students enrolled in grades K- 8 are required to pay enrollment, and other required fees as appropriate. Effective January 1, 2017 AB2364 waives non-resident fees for part-time Special Admission students, except for nonimmigrant aliens.
11. Security should be of concern to parents, especially when K-12 students are attending classes after dark. Faculty are not expected to wait with students until their ride arrives. At times, classes may be dismissed early. Pay telephones are available on campus but may not be in close proximity to a student's classroom.
12. Saddleback College will release academic records regarding concurrently enrolled students to the school district in which they are enrolled unless specifically directed by the student in writing.
13. Students are required to present a photo ID when completing in-person transactions at Saddleback College.

**Complete the following steps to complete your registration****Steps for K-8 students:**

1. Each semester of attendance, complete the Special Admission Request K-12 Form and obtain all necessary signatures and school seal. **Attend the first day of class to obtain the instructor's signature on the form and an Add Permit Code (APC).**
2. Bring the completed Special Admission Request Form and APC to the Admissions and Records Office. Complete the college application and submit all forms to a registration clerk in the Admissions Office. Students are required to clear all prerequisites prior to enrolling.

**Steps for 9-12 students:**

1. Complete a Saddleback College admission application online. (Omit this step if you are a continuing student.) The online application may be accessed at [www.saddleback.edu](http://www.saddleback.edu). Click on "Apply" on the top right of the page. After applying, you will be emailed your ID number.
2. Submit Special Admissions Request K-12 Form to the Admissions Office by the deadline stated on the Admissions website.
3. After submitting this form, you must complete class registration online *through MySite* on or after your assigned registration time.

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**Please use blue or black ink only – no pencils. Photo ID required for all transactions.**

Requesting special part-time admission for the  Fall  Spring  Summer Year

Student's Name:    Saddleback Student ID #

Please Print: Last First M.I.

Date of Birth:  /  /  Email:  Telephone Number: (  )  -

Grade Level at start of semester:  Anticipated High School Graduation Date:  /  /

**IMPORTANT NOTE:** Most students accepted to Saddleback College are allowed to enroll in any course (except physical education) that their high school recommends. **DO NOT MAKE ALTERATIONS OR CROSS OUT CLASSES LISTED BELOW – ALTERED FORMS WILL NOT BE ACCEPTED. ALL prerequisites must be cleared at least two weeks before your registration date:**  
<https://www.saddleback.edu/student-support/academic-counseling/clearing-prerequisites>

Saddleback Course ID	Ticket Number	Units <small>(K-8: 6 units max, 9-12: 11 units max)</small>	Saddleback Instructor's Signature/ Authorization <i>required for K-8 students</i>	Circle one	
				Approved	Denied
<i>Example: History 22</i>	<i>12345</i>	<i>3</i>	<i>J. Smith</i>	<input checked="" type="radio"/>	<input type="radio"/>
Tutoring 300- Recommend Approval should student require it.		0		<input type="radio"/>	<input type="radio"/>
				<input type="radio"/>	<input type="radio"/>
				<input type="radio"/>	<input type="radio"/>
				<input type="radio"/>	<input type="radio"/>
				<input type="radio"/>	<input type="radio"/>

**Principal's Recommendation and Certification:** I am pleased to recommend the above named student for enrollment at Saddleback College. I believe they are academically prepared for the course(s) listed above. This student has availed themselves of all possible opportunities to enroll in an equivalent course in the high school district of attendance and their enrollment will not exceed the summer session 5% enrollment limitation mandated by Education Code § 48800 and 48800.5.

\_\_\_\_\_  
Principal's Name (Please Print)      Principal's Signature

\_\_\_\_\_  
Name of School      Number of Recommended Courses      Date

**(Place School Seal Here-Required)**

**Student** I understand that all courses for which I enroll are for college credit and MAY be used to meet high school graduation requirements as determined by my high school. I will request official transcripts to be sent to my high school. I also declare that all information submitted by me in connection with this request is true and accurate.

\_\_\_\_\_  
Student Signature              \_\_\_\_\_  
Student Name (Please Print)      Date

**Parent Permission** Since, special admit students are treated like regularly admitted college students, I understand that my child is required to adhere to the academic and conduct standards, rules, and regulations of the College, and will not be afforded any special status or supervision before, during, or after class. I also understand that my child is being exposed to and involved in mature subjects. I further understand that I will not have access to my child's student records (registration status, grades, etc.) without his/her written consent. I give permission for my child to enroll for course(s) at Saddleback College.

\_\_\_\_\_  
Parent/Guardian Signature              \_\_\_\_\_  
Parent/Guardian Name (Please Print)      Date