

Saddleback College provides Adult Education students the opportunity to enroll in up to, and including, 11 units per semester in advanced-level instructional areas. College courses completed by Adult Education students carry the full weight of college credit, and will count toward college degrees and/or certificates. **IMPORTANT:** As required by state law, Adult Education 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 for Adult Education Students Form** and obtain all necessary signatures from a Saddleback College Adult Education counselor. 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. **Students are required to clear all course prerequisites at least two weeks prior to their registration date. Prerequisites can be cleared with appropriate evidence or by exam. Information regarding clearing prerequisites can be found at the Matriculation Office website: [www.saddleback.edu/matriculation](http://www.saddleback.edu/matriculation).**
3. Students participating in this program will do so under the direction of their Adult Education program director.
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.
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. Enrollment in this special admission program establishes a permanent college academic history and transcript. **These grades cannot be changed.**
7. **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.**
8. **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.**
9. *The SOCCCD Board of Trustees has authorized the waiver of enrollment fees for students concurrently enrolled in high school (grades 9-12 or high school equivalency program through Saddleback College's Adult Education Program).* **If a student's Adult Education graduation date is within a particular term, the student will no longer qualify for the waiver of enrollment fees for that term or any subsequent terms.**
10. Students are required to pay parking, course materials, and health fees. Effective January 1, 2017 AB2364 waives non-resident fees for part-time Special Admission students, except for nonimmigrant aliens.
11. Saddleback College will release academic records regarding concurrently enrolled students to the director of the Adult Education program.
12. Students are required to present a photo ID when completing in-person transactions at Saddleback College.

**Complete the following steps to complete your registration**

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 Admission Request for Adult Education Students to the Admissions Office in person or by email at [scadmissions@saddleback.edu](mailto:scadmissions@saddleback.edu) 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.

Senate Bill 554 authorizes the South Orange County Community College District and Saddleback College to authorize a student pursuing a high school diploma or a high school equivalency certificate through Saddleback College’s Adult Education Program to enroll as a special part-time student at a community college and provide students the opportunity to study in advanced-level instructional areas not offered at their present school/program. College courses completed by Adult Education students carry the full weight of college credit, and will count toward college degrees and/or certificates. These courses become a part of the student’s permanent college academic transcript.

*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: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Anticipated HS Equivalency Completion Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**IMPORTANT NOTE:** Most students accepted to Saddleback College are allowed to enroll in any course (except physical education) that their Adult Ed counselor recommends. **DO NOT MAKE ALTERATIONS OR CROSS OUT CLASSES LISTED BELOW – ALTERED FORMS WILL BE DENIED.**

**ALL prerequisites must be cleared at least two weeks before your registration date.**

Saddleback Course ID	Ticket Number	Units <small>(K-8: 6 units max, 9-12: 11 units max)</small>	Mark one	
			Approved	Denied
<i>Example: History 22</i>	<i>12345</i>	<i>3</i>	Approved	Denied
			Approved	Denied
			Approved	Denied
			Approved	Denied
			Approved	Denied
			Approved	Denied
			Approved	Denied

**Saddleback College Adult Education counselor recommendation and certification:** I am pleased to recommend the above named student for enrollment at Saddleback College credit classes. I believe they are academically prepared for the course(s) listed above.

\_\_\_\_\_  
 Counselor’s Name (Please Print)

\_\_\_\_\_  
 Counselor’s Signature

\_\_\_\_\_  
 Number of Recommended Courses

\_\_\_\_\_  
 Date

**Student:** I understand that all courses for which I enroll are for college credit and MAY be used to meet high school equivalency graduation requirements as determined by my adult education program. 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