

Saddleback College provides this opportunity for qualified K–12 students who wish to study in advanced-level instructional areas not offered at their present school. Students currently attending grades K-12 who are requesting permission to attend Saddleback College as “special part-time admits,” must complete this form each term prior to registration. This program is set up for educational enrichment rather than to reduce current course requirements of elementary or secondary schools. The college has the right to restrict enrollment for reasons of age, health and safety, preparedness of the student, availability and college policy. Please review the program policies below to ensure you have a successful experience at Saddleback College.

**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. **The Special Admission Request K-12 Student Form is due 2 weeks prior to start of each semester of attendance.**
2. Student must attend the minimum day at a public or private high school in California.
3. All students must complete the assessment testing, if they are enrolling in English, reading, math or a class requiring a pre-requisite of English or math. (See bottom of reverse side for more information about assessment testing.) Students are required to clear all course prerequisites at least two weeks prior to their registration date.
4. 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.
5. 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 participation 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.
6. All Saddleback College students are responsible for complying with the rules and regulations of the college as published in the *Saddleback College Catalog* and schedule of classes.
7. 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.
8. Enrollment in this special admission program establishes a permanent college transcript with college credit. When approved by the school district, courses taken for college credit may also be used to meet high school graduation requirements.
9. This form must be submitted each semester while attending Saddleback College. 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.
10. Students must act on their own behalf. Parents, guardians, relatives or friends of Saddleback College students are not permitted to enroll, drop, or add classes on behalf of the student. The same applies to requesting transcripts or grade verifications. Federal and state laws prohibit the release of a college record to anyone other than the student.
11. *The SOCCCD Board of Trustees has authorized the waiver of enrollment fees for students concurrently enrolled in high school (grades 9-12);* however, these students are responsible for paying nonresident tuition if classified as a nonresident. High school students are required to pay parking, course materials, tuition, and health fees. Students enrolled in grades K-8 are required to pay enrollment, tuition, and other required fees as appropriate.
12. 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.
13. 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.
14. Students are required to present a photo ID when completing in-person transactions at Saddleback College.

**Student agreement:**

**I have read, understand, and agree to the above policies and requirements.**

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

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

\_\_\_\_\_  
Date

**Parent agreement:**

**I have read, understand, and agree to the above policies and requirements.**

*(Parent/Guardian signature required regardless of student’s age)*

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

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

\_\_\_\_\_  
Date

*Photo ID is required for ALL transactions in the Admissions Office.*

*Copies, Emails or Faxes will not be accepted as original signatures are required. Please use blue or black ink only – no pencils.*

**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. Each semester of attendance, complete the Special Admission Request K-12 Form and obtain all necessary signatures and school seal.
3. Submit Special Admissions Request K-12 Form to the Admissions Office by the deadline stated on the Admissions website.
4. **After submitting this form, you must complete class registration online through MySite on or after your assigned registration time.**

Requesting part-time admission for the  Spring  Summer  Fall Year \_\_\_\_\_

Applicant’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: \_\_\_\_/\_\_\_\_/\_\_\_\_

*As designated school official, I certify that this student:*

- will benefit from advanced scholastic or vocation work at the college,
- demonstrates adequate preparation in the discipline to be studied,
- has exhausted all opportunities to enroll in an equivalent course, if any, at his or her school of attendance, and
- has school board approval.

**Note: Altered forms will not be accepted (do not use white out or cross off courses)**

| Saddleback Course ID<br><small>(Kinesiology (PE) courses not permitted)</small> | Ticket Number | Units<br><small>(K-8: 6 units max, 9-12: 11 units max)</small> | Saddleback Instructor’s Signature/<br>Authorization<br><small>required for K-8 students</small> | Circle one                       |                       |
|---|---------------|--|---|----------------------------------|-----------------------|
|   |               |  |   | Approved                         | Denied                |
| Example: <i>History 22</i>  | <i>12345</i>  | <i>3</i>   | <i>J. Smith</i>   | <input checked="" 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"/> |

*For summer term only, I confirm that no more than 5% of our students in any one grade level will be recommended for concurrent enrollment at Saddleback College.*

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

\_\_\_\_\_  
Principal’s Signature

\_\_\_\_\_  
Name of School

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

\_\_\_\_\_  
Date

(Place School Seal Here)

**Matriculation and Prerequisites**

All students enrolling in a Math or English course must complete the matriculation process (orientation, assessment, and advisement) prior to registering for any courses. Specific information regarding Matriculation is available online at <http://www.saddleback.edu/matriculation>

**Note: High school seniors are required to complete the Matriculation process (orientation, assessment, and advisement) before attending Saddleback College.**

For all other prerequisites, the student should contact the academic division for that course.

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

By initialing this box, I, the student, certify that I have read and understand the statements above.