



High School Concurrent Enrollment School/Parent Approval Form

All Sections Must Be Completed

Applications will not be accepted past published deadline

Please read the policies & procedures at http://www.norcollege.edu/services/admissions/Pages/hsce.aspx before applying

PLEASE PRINT Application for term: [] Spring [] Summer [] Fall 20____ (Check Only One) (Year)

Student Name: _____ (Last) (First) (MI) (Social Security or Norco College Student I.D. #)

Address: _____ (Number) (Street) (City) (State) (Zip)

Phone: _____ Birth Date: _____ Age: _____ Grade Level: _____

High School students are admitted to this program based on GPA, recommendations from high school principal or designee, & MUST also satisfy all pre-requisite and eligibility requirements for each course.

Application Periods
Summer 2018 Term: March 1 – April 9
Fall 2018 Term: April 1 – June 18
Spring 2019 Term: October 1 - December 3

High School Principal/Designee Approval:

- Does the student have a cumulative GPA of 3.0 or higher? [] Yes [] No
What is the student's grade level? [] 9th or 10th [] 11th [] 12th
Does this student qualify under the criteria of highly gifted and/or talented? [] Yes [] No

I certify this student has the ability to benefit from taking advanced scholastic or vocational work or is identified as highly gifted/talented. If applying for Norco College's summer session I certify that this student has demonstrated adequate preparation in the discipline to be studied and has exhausted all opportunities to enroll in an equivalent course at his/her school of attendance. I further certify that for summer session I will recommend no more than 5% of the total number of pupils who completed that grade immediately prior to the time of recommendation. I understand that it is the responsibility of the K-12 district to ensure that the 5% limitation on summer school enrollments is honored. CA Ed Code 48800, 48800.5, 76001, 76002

(Name of High School) (City and District) (Telephone Number)
(Principal or Designee Signature) (Title) (Date)

Parent/Guardian Approval:

- 1. Student Responsibilities: Students must act on their own behalf. Parents, guardians, relatives, or friends of Norco 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.
2. Student Records: Under Section 49061 of the Education Code, parents of community college students do not have a right of access to their children's student records, regardless of whether the student is under the age of 18. In accordance with this regulation, students' college records will be released to parents only with the written consent of the student.
3. Contacting Instructors: Your student is enrolled in a college course and it is important to understand that instructors work directly with students, as opposed to the type of parent interventions you may be accustomed to at the high school level. Under FERPA (Family Educational Rights and Privacy Act), instructors are not required to discuss student performance or other student-related issues with parents. Norco College does not accommodate parent requests to contact instructors.
4. Course Content/Material: Norco College is an adult learning environment. As such, discussion topics and course materials are generally designed for adult students and may not be appropriate for younger students. Please note, college computers are not blocked from adult content, although use of our computers for viewing explicit material is not permitted.
5. Norco College assumes no responsibility for the supervision of minor students outside of the classroom setting. Parents are responsible for providing transportation and ensuring that their children are appropriately supervised before and after class.

Signature on this document certifies that I have read, understand, and agree to the above policies and requirements and that my child intends to register in public college classes that are not specifically designed for students under the age of 18, and that Norco College accepts no responsibility for any extraordinary supervision of students less than 18 years of age. Further, I accept responsibility for my child's behavior while he/she is attending a Norco College class. I acknowledge that my child will be creating a permanent college academic record at Norco College, even though he/she is concurrently enrolled in high school.

Furthermore, I give permission for emergency first aid and treatment for my minor child/legal ward in the event of an accident or sudden illness. I also give permission for him/her to be treated by a nurse, physician, and/or mental health counselor in the Health Services Center at Norco College.

(Parent/Guardian Name) (Signature) (Date)

High School Concurrent Enrollment School/Parent Approval Form Cont.

Student Agreement:

The following must be submitted each term you wish to attend:

1. Norco College Online Application Confirmation page (*not required if you are a continuing student*)
2. Approval from high school principal or designee
3. Parent/Guardian Approval and Student Agreement completed
4. Official High School Transcripts (*must be in a sealed envelope, within 90 days of the issued date, and have school seal*)
5. *For students under 16 or have not completed 10th grade only:* Exception Request Form. Interview with Dean of Admissions will be required. Contact Admissions & Records before the HSCE deadline to make appointment for interview.

1. **Eligibility:** Students must be at least 16 years of age or have completed the 10th grade, and have a high school G.P.A. of at least 3.0 to qualify for concurrent admissions. Students under 16 or who have not completed the 10th grade must receive supplementary approval from Dean of Admissions & Records through an additional interview process. Interview and approval must be completed prior to the application deadline in order to submit all required documents prior to the stated deadline.
2. **Maximum Units:** Norco College allows eligible 11th – 12th grade students to register in a *maximum* of 8.0 college units during the fall and spring semesters and 5.0 units during the summer term in order to enrich their educational experience.
3. **Restricted Courses:** Students may enroll in most *college level* courses, provided they meet the necessary prerequisites. The following classes *may not* be taken by high school students: **All KIN courses (Kinesiology)**. Additional course restrictions may be included at the discretion of the college.
4. **Pre-Requisite Requirements:** When a course has a pre-requisite requirement, it means that a student must demonstrate pre-existing knowledge and/or skills to be successful in the course by completing the required previous course(s).
5. **Assessment:** All students planning to enroll in English or Math classes must qualify for a certain course by completing an assessment test at Norco College.
6. **Fees:** **High school students are not required to pay enrollment fees. However, students taking courses are required to pay a Health Fee and a Student Services Fee during every term they attend. For a current list of fees, please visit <http://norcollege.edu/services/admissions/Pages/TuitionandFees.aspx>. Other costs, such as materials, books, and parking permits are to be paid by the student.**
7. **Course Registration:** For courses taught at Norco College, it is the student's responsibility to log into his or her WebAdvisor account to register for course(s) or to submit an add card to the Admissions and Records department. Please note, that submitting this approval form and application to Admissions and Records **does not** register you in the course. It is the student's responsibility to register for the course(s) in accordance with all college deadlines. Approved students will be allowed to register for classes on/after the first day of the term with a Norco College HSCE add/drop card.
8. **Rules & Regulations:** All Norco College High School Concurrent Enrollment students are responsible for complying with the rules and regulations of the college as published in the Norco College Catalog and schedule of classes.
9. **Grades:** The grade(s) you earn in your Norco College class(es) will become part of your official college academic record. It is your responsibility to make sure your high school receives college transcripts that you may need in order to receive high school credit. You can request transcripts via your WebAdvisor account or in person with Admissions & Records. A valid ID will be required.

I have read, understand, and agree to the above policies and procedures to be admitted as a High School Concurrent Enrollment student and I affirm that I attend high school classes for at least a minimum day, have availed myself of all opportunities to take these classes at my school, and can benefit from college level courses.

Student's Signature (required): _____ Date: _____

OFFICE USE ONLY:

- | | | |
|---|---|----------------------|
| <input type="checkbox"/> Application Confirmation/Current App | <input type="checkbox"/> Completed & Signed S/PA Form | Date Received: _____ |
| <input type="checkbox"/> Official Transcripts Submitted | | A&R Staff: _____ |

- | | |
|--|---|
| <input type="checkbox"/> 3.0 GPA verified on transcript | <input type="checkbox"/> Official Transcript stamped & initialed |
| <input type="checkbox"/> Principal/Designee signature approved | <input type="checkbox"/> Exception Request Form 16 and under or 9-10 grade only |
| <input type="checkbox"/> Parent/Guardian signature approved | |

- Approved**

 Not Approved

 XSPA updated

Approved Term: _____ Approved By: _____ Date: _____ Student notified: _____

DATE STAMP

NORCO
COLLEGE

A&R STAFF: _____