

COLLEGE OF THE SISKIYOU
ADMISSIONS & RECORDS - COUNSELING SERVICES
SPECIAL ADMISSION REQUEST

Name: _____ Birthdate: _____
Last First MI

SSN: _____ COS Student ID: S000 Phone: _____

Address: _____
Street City State Zip aaaa

SECTION I – ALL NON-HIGH SCHOOL GRADUATES Please read the procedures on page 2.
 Each term, students may enroll in the number of units shown below:

Age 1-8	0 units	<i>May only enroll in zero-unit courses.</i>
Age 9-13	6 units	
Age 14+	11 units	<i>11-unit maximum as per Ed. Code 76001(d).</i>

There are no exceptions to these unit limits

1. Student's age and grade level on first day of COS course: Age: ____ Grade Level: _____.

2. Current School: _____
School City State

3. COS Semester: ____ Fall ____ Spring ____ Summer Year: ____

4. Requested COS Course(s) – not to exceed 11 units

Course #	Title	Units	Days	Start Time	End Time
<i>EXAM 101</i>	<i>Example of Course Title</i>	<i>3</i>	<i>MWF</i>	<i>3:00pm</i>	<i>5:00pm</i>

5. Student Signature: _____ Date: _____

I swear under penalty of perjury that the above information is true and correct.

6. Parent Signature: _____ Date: _____

I understand that some course topics may not be appropriate for minors. These courses and grades will be recorded on the student's permanent college transcript. I have read the Release of Records for Minor Students policy on p. 2.

7. School Principal Signature: _____ Date: _____

School Principal Name (please print): _____ Contact Phone or Email _____

I certify that this student will benefit from college level work and I **recommend** him/her for enrollment in the course(s) listed above. **(Education Code 76001-02) FOR SUMMER SESSION:** I certify that I have not recommended for enrollment in non-exempt courses at College of the Siskiyou more than five percent of the total number of pupils who completed the above named student's grade level. **(Education Code 48800)**

SECTION II – STUDENTS AGE 15 and UNDER (as of the first day of the COS semester)

1. Course #1 COS Instructor Approved Disapproved: _____ Date: _____

2. Course #2 COS Instructor Approved Disapproved: _____ Date: _____

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Special Admission of Non-High School Graduates

For more information go to: <http://www.siskiyous.edu/counseling/advlinks/K-12/K-12index.htm>

California Education Code allows Community Colleges to admit non-high school graduates on a special admission, part-time basis if the applicable approvals are obtained. The intent of the Education Code is “to provide educational enrichment opportunities for a limited number of eligible pupils.” Ed. Code 48800(a). A Special Admission Request is not required for students who show proof that they have passed the California High School Proficiency Exam (CHSPE) or the GED examination, or are not attending school and are 18 years of age or older.

1) General Provisions

a. Total units limits: Each term, students may enroll in the number of units shown below:

Age 1-8	0 units	<i>These students may only enroll in zero-unit courses.</i>
Age 9-13	6 units	
Age 14+	11 units	<i>11-unit maximum as per Ed. Code 76001(d).</i>

There are no exceptions to these unit limits.

b. Age: The age determination date is the student’s age on the first day of the COS semester for which enrollment is approved.

c. Academic year limits: During the fall and spring semesters, there is no limit to the number of students from each school that may enroll in COS courses.

d. Summer limits: During the summer, the number of students who may enroll in COS credit courses is limited to a maximum of five percent of each grade level in each school. It is the responsibility of the school principal to monitor the five percent limit. There is no limit to the number of students from each school that may enroll in:

-Zero-unit courses.

-Any university general education course that is on the IGETC or CSUGE course lists.

-Any course that is part of a COS occupational degree or certificate.

-Any ENGL, MATH, or READ course numbered 50 and above that would assist a student who has not passed the California High School Exit Examination (CAHSEE).

e. Physical Education courses: Students may only enroll in PEAC, PEFI, and PEMA physical education activity courses that are numbered 300-399 or are listed as community education. Students may enroll in the following non-activity PEMA courses: PEMA 30, 31, 32, 35, 36, 38, and 39.

f. Assessment: Math and English assessment is required for enrollment in some courses.

g. Online Registration. Online registration is not available for Special Admission students.

2) Enrollment Procedure

- **STEP 1 – APPLY:** If you have never enrolled in a College of the Siskiyous course you will need to apply. Go to <http://www.siskiyous.edu> and select the Navigator button choose Apply for Admissions. It will prompt you to create a temporary user name and password for the application. When your application is complete it will supply you with your COS Student ID (S000#####). You will use this number to take Assessment tests, pay for classes, etc. In 24 hours, your permanent Navigator Username and your default password will be e-mailed to you. If you have enrolled in a COS course or camp in the past, then you can print off your K-12 Special Admit and your Registration form. Both forms can be found at <http://www.siskiyous.edu/apply/documents> . If you need a copy of your COS Student ID or UserName and password it can be sent to you in the mail.
- **STEP 2 – ASSESSMENT:** Complete the Math, Reading, and Writing Assessments. To determine which classes are right for you, complete skills assessments at the Weed or Yreka campuses, some high schools, or another community college. You will need your COS Student ID to make an appointment or to take the test.
- **STEP 3 – OBTAIN APPROPRIATE PAPERWORK:** Obtain permission from your K-12 School by having the appropriate signatures. Meet with your school’s Counselor or appointed K-12 representative to find the classes most appropriate for you to take. Courses taken at COS are accepted for K-12 school credit at the discretion of your school. K-12 students may only enroll non-activity PEMA courses.
- **STEP 4 - REGISTER:** You can mail, fax or bring in an Enrollment/Registration form with the K-12 Special Admit. **Please do not try to register online.** If the appropriate paperwork is not on file in the Enrollment Services Office you will be dropped from your courses. Once you have registered for a class you will have a College of the Siskiyous email address. All correspondence will be sent through this address. The first half of the email is the student’s user name. For example USERNAME@ins.siskiyous.edu. Students are able access their email through their Navigator account.
- **STEP 5 - PAY YOUR FEES:** All fees are due upon registration. College of the Siskiyous has an enrollment fee exemption for K-12 special admits who are California residents. This does not include the Health and Student Representation fees or Out of State Tuition.

Federal Law Regarding the Release of Records for Minor Students

Parents have certain rights with respect to their children’s educational records. These rights transfer to the student when they reach 18 years of age or when they attend college. In the case of a special admission student who is attending the College of the Siskiyous, the student is considered a college student. As such, access to the student’s records by parents or guardians is only permitted with a “Release of Information” form signed by the student. The form is available in the Counseling and Support Services office.