

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

Name: _____ a Birthdate: aa/"aa/"aaaa"
Last First MI

Phone: *__+""_a"/""_ ""SSN: __a"/""_"/""_

Address: _____
Street City State Zip

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 *These students may only enroll in zero-unit courses.*
 - Age 9-13 6 units
 - Age 14+ 11 units *11-unit maximum as per Ed. Code 76001(d).*
- 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 #1: _____

Course Number	Title	Units

Requested COS Course #2: _____

Course Number	Title	Units

Please use additional forms for additional courses.

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: _____

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 Group B- 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. 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: The student completes a current edition of the Special Admission Request.

Step 2: The parent or guardian of the student signs the request.

Step 3: The principal where the student attends school reviews and signs the request.

Step 4a: Students age 16 or over take the completed Special Admission Request and a completed Enrollment/Registration form to COS Admissions & Records in Weed or Yreka to register.

Step 4b: Students age 15 or under take the completed Special Admission Request form to the COS course instructor who will determine if the student has the ability to benefit from instruction. If instructor approval is granted, the student takes the completed request form and a completed Enrollment/Registration form to COS Admissions & Records in Weed or Yreka to register.

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 Welcome Center and at <http://www.siskiyous.edu/counseling/forms/recordinforelease.pdf>