

# ADMINISTRATIVE REGULATION 5011

SOUTH ORANGE COUNTY  
COMMUNITY COLLEGE DISTRICT

STUDENT SERVICES

## ADMISSION OF CONCURRENTLY ENROLLED K-12 STUDENTS

### I. ADMISSIONS ELIGIBILITY

- A. The Dean of Enrollment Services is responsible for the admission processes and residency determination for all applicants. The colleges are authorized to admit students who do not possess a high school diploma, and who are currently enrolled in primary or secondary school, and who can benefit from advanced scholastic or career/technical course work. The responsibility to make the determination of the student's academic preparation belongs to the K-12 school in which the student is enrolled. Enrollment is subject to seat availability.
- B. Courses in which K-12 students are permitted to enroll will be open to the entire college population and will be taught with the rigor appropriate to college-level courses in accordance with the approved course outline.
- C. The colleges retain the authority to restrict admission or enrollment of a special part-time or full-time student in any term, session, course, or section based on age, grade level completion, or current school performance. Students admitted to the colleges will be required to complete placement procedures in compliance with matriculation regulations.
- D. To be considered for admission as a special summer session student, the student must meet the eligibility standards as established in Education Code Sections 48800 and 76001. Students will not be admitted unless they have availed themselves of all opportunities to enroll in equivalent courses at their schools of attendance.
- E. Enrollment in college courses will be for college credit. Acceptance of completed college courses toward high school graduation requirements will be at the discretion of the high school or school district.

### II. ADMISSION PROCEDURES – PART-TIME ENROLLMENT

- A. To be considered for admittance as a special part-time student, the student must meet the eligibility standards as established in Education Code Sections 48800 and 76001. Admission is subject to seat availability. The student must:
  - 1. Submit an Admission Application (not required if enrolled in the immediately preceding semester or term).
  - 2. Submit a copy of the Department of Education Affidavit for a student who is home schooled.

Adopted: 11-14-13  
Revised: 06-13-19  
Revised: 04-18-24

Revised: 04-16-26

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3. Complete the appropriate K-12 Dual Enrollment Form, which must be signed by the student, the student’s parent/guardian, and the high school principal or principal’s designee (if required). For students in grades K-8, a new Dual Enrollment Form must be submitted each semester. For students in grades 9-12, the High School Dual Enrollment Form constitutes one-time consent and applies to all eligible college courses requested by the student until the consent is withdrawn in writing.
  4. Be approved by the instructor, and Dean if appropriate, for students attending grades K-8.
  5. Meet course prerequisites.
- B. Dual enrolled students:
1. Must abide by all regulations and policies governing regular students.
  2. Are not afforded any special supervision before, after, or while attending class.
  3. Must fulfill their minimum day requirement at their high school, middle school, or elementary school.
  4. Will be given low priority registration time.
  5. Are restricted to a maximum of 11 units per term.
  6. In grades K-8, are limited to course(s) approved by their primary or secondary school and the college.
  7. Students enrolled in grades K-12 (including those enrolled in a College and Career Access Pathways (CCAP) program) at California high schools will be exempted from paying the enrollment fee and non-resident fees, unless under a non-immigrant status (e.g. B Visitor Visa, F-1 Visa) or as referenced in AR 5020 *Nonresident Student Tuition*.
- C. If the request for part-time special admission is denied, the college shall inform the student of its findings and the reasons for denial within 60 days. A recommendation regarding the request for admission, and the denial shall be submitted to the Board at a regularly scheduled meeting that falls at least 30 days after the request for admission has been submitted.

III. ADMISSION PROCEDURES – SPECIAL FULL-TIME ENROLLMENT

- A. To be considered for admission as a special full-time student, the student must meet the eligibility standards as established in Education Code Section 48800.5. Admission is subject to seat availability. The student must:
1. Submit an Admission Application.
  2. Complete a Special Full Time Admission Request.
  3. Submit a recent official primary or secondary transcript.
  4. Submit letters of recommendation from a primary or secondary English or Mathematics instructor and the principal or high school counselor.

5. Submit written approval from the governing board of the student’s school district of attendance, or its authorized designee, confirming the student’s release from compulsory K-12 attendance.
- B. If the request for full-time special admission is denied, the Dean of Enrollment Services shall inform the student of its findings and the reasons for denial within 60 days.

IV. OPEN ACCESS (NON CCAP)

In accordance with Education Code Section 76002, courses offered on a high school campus will be:

- A. Open to the general public; and
- B. Advertised as open to the general public in one or more of the following ways:
  1. The college catalog;
  2. The regular schedule of classes;
  3. The web schedule of classes for a minimum of 30 days prior to the first meeting of the class.

If the class is offered on a high school campus, the class may not be held during the time the campus is closed to the general public, as defined by the school board.

V. COLLEGE AND CAREER ACCESS PATHWAYS (CCAP)

- A. The Board has adopted all the legal requirements of Education Code Section 76004 in order to participate in the College and Career Access Pathways (CCAP) partnership with the governing board of a school district for the purpose of offering or expanding dual enrollment opportunities for students who may not already be college bound or who are underrepresented in higher education, with the goal of developing seamless pathways from high school to community college for career technical education or preparation for transfer, improving high school graduation rates, or helping high school pupils achieve college and career readiness.
- B. The District may enter into a CCAP partnership with a school district partner that is governed by a CCAP partnership agreement approved by the governing boards of both districts. The governing board of each district shall present, take comments from the public on, and approve or disapprove the dual enrollment partnership agreement at an open public meeting of the governing board of the partner.
- C. The CCAP partnership agreement shall be filed with the office of the Chancellor of the California Community Colleges and with the department before the start of the CCAP partnership, and shall:
  1. Outline the terms of the CCAP partnership and shall include, but not necessarily be limited to, the total number of high school students to be served and the total number of full-time equivalent students projected to be claimed by the community college district for those students; the scope, nature, time, location, and listing of community

college courses to be offered; and criteria to assess the ability of pupils to benefit from those courses.

2. Establish protocols for information sharing, in compliance with all applicable state and federal privacy laws, joint facilities use, and parental/guardian consent for high school pupils to enroll in community college courses.
3. Identify a point of contact for the participating community college district and school district partner.
4. Certify that any community college instructor teaching a course on a high school campus has not been convicted of any sex offense as defined in Education Code Section 87010 or any controlled substance offense as defined in Education Code Section 87011.
5. Certify that any community college instructor teaching a course at the partnering high school campus has not displaced or resulted in the termination of an existing high school teacher teaching the same course on that high school campus.
6. Certify that a qualified high school teacher teaching a course offered for college credit at a high school campus has not displaced or resulted in the termination of an existing community college faculty member teaching the same course at the partnering community college campus.
7. Include a certification by the participating community college district of all of the following:
  - a. A community college course offered for college credit at the partnering high school campus does not reduce access to the same course offered at the partnering community college campus;
  - b. A community college course that is oversubscribed or has a waiting list shall not be offered in the CCAP partnership; and
  - c. Participation in a CCAP partnership is consistent with the core mission of the community college pursuant to Education Code Section 66010.4, and that pupils participating in a CCAP partnership will not lead to enrollment displacement of otherwise eligible adults in the community college.
8. Certify that both the school district and community college district partners comply with local collective bargaining agreements and all state and federal reporting requirements regarding the qualifications of the teacher or faculty member teaching a CCAP partnership course offered for high school credit.
9. Specify both of the following:
  - a. Which participating district will be the employer of record for purposes of assignment monitoring and reporting to the county office of education; and
  - b. Which participating district will assume reporting responsibilities pursuant to applicable federal teacher quality mandates.
10. Certify that any remedial course taught by community college faculty at a partnering high school campus shall be offered only to high school students who do not meet

their grade level standard in math, English, or both on an interim assessment in grade 10 or 11, as determined by the partnering school district, and shall involve a collaborative effort between high school and community college faculty to deliver an innovative remediation course as an intervention in the student’s junior or senior year to ensure the student is prepared for college-level work upon graduation.

- D. A community college district participating in a CCAP partnership shall not provide physical education course opportunities to high school pupils or any other course opportunities that do not assist in the attainment of at least one of the following goals:
  - 1. Developing seamless pathways from high school to community college for career technical education or preparation for transfer;
  - 2. Improving high school graduation rates; or
  - 3. Helping high school pupils achieve college and career readiness.
- E. The District will not enter into a CCAP partnership with a school district within the service area of another community college district, except where an agreement exists, or is established, between those community college districts authorizing that CCAP partnership.
- F. A high school student enrolled in a course offered through a CCAP partnership shall not be assessed any fee that is prohibited by Education Code Section 49011.
- G. The District may assign priority for enrollment and course registration to a student seeking to enroll in a community college course that is required for the student’s CCAP partnership program that is equivalent to the priority assigned to a student attending a middle college high school as described in Education Code Section 11300 and consistent with middle college high school provisions in Education Code Section 76001.
- H. The District may limit enrollment in a community college course solely to eligible high school students if the course is offered at a high school campus during the regular school day and the community college course is offered pursuant to a CCAP partnership agreement.
- I. The District may allow a special part-time student participating in a CCAP partnership agreement established pursuant to this article to enroll in up to a maximum of 15 units per term if all of the following circumstances are satisfied:
  - 1. The units constitute no more than four community college courses per term;
  - 2. The units are part of an academic program that is part of a CCAP partnership agreement established pursuant to this article; and
  - 3. The units are part of an academic program that is designed to award students both a high school diploma and an associate degree or a certificate or credential.
- J. The Board exempts special part-time students from the following fee requirements:
  - 1. Student representation fee (Education Code Section 76060.5).
  - 2. Nonresident tuition fee and corresponding permissible capital outlay fee and/or processing fee (Education Code Section 76140).

3. Transcript fees (Education Code Section 76223).
  4. Course enrollment fees (Education Code Section 76300).
  5. Apprenticeship course fees (Education Code Section 76350).
  6. Child development center fees (Education Code Section 79121).
- K. The District shall not receive a state allowance or apportionment for an instructional activity for which the partnering district has been, or shall be, paid an allowance or apportionment.
- L. The attendance of a high school pupil at a community college as a special part-time or full-time student pursuant to this section is authorized attendance for which the community college shall be credited or reimbursed pursuant to Education Code Section 48802 or 76002, provided that no school district has received reimbursement for the same instructional activity.
- M. For each CCAP partnership agreement entered into, each college President, or designee, shall be responsible for reporting annually to the office of the Chancellor of the California Community Colleges, the Legislature, the Director of Finance, and the Superintendent all of the following information:
1. The total number of high school pupils by school site enrolled in each CCAP partnership, aggregated by gender and ethnicity, and reported in compliance with all applicable state and federal privacy laws.
  2. The total number of community college courses by course category and type and by school site enrolled in by CCAP partnership participants.
  3. The total number and percentage of successful course completions, by course category and type and by school site, of CCAP partnership participants.
  4. The total number of full-time equivalent students generated by CCAP partnership community college district participants.

VI. FAMILY EDUCATION RIGHTS AND PRIVACY ACT

As stipulated in the Family Educational Rights and Privacy Act (FERPA), rights to information contained in educational records transfer to the student upon admission to the colleges. Refer to Board Policy and Administrative Regulation 5040 *Student Records, Directory Information, and Privacy* for additional information.

VII. CONDITIONS FOR REPORTING ON THE CCFS-320 REPORT

The District Director, Research, Planning & Data Management shall be responsible for the following:

1. When the college permits enrollment of K-12 students in physical education/kinesiology classes, FTES will not be reported where the K-12 enrollment exceeds ten percent of the total enrollment for that section.
2. The college will not report FTES for special part-time or special full-time students

enrolled in physical education/kinesiology courses when that enrollment exceeds five percent of the District's total reported FTES for special full-time or special part-time enrollment.

The District standards of admission, application criteria, and requirements will be published on an annual basis in each district college catalog.

*References:*

*U.S. Department of Education regulation on the Integrity of Federal Financial Aid Programs under Title IV*

*34 Code of Federal Regulations Part 668.16*

*California Education Code Sections 48800, 48800.5, 76000, 76001, 76002, 76004, 76032, 76140, and 76300*

Adopted: 11-14-13

Revised: 06-13-19

Revised: 04-18-24

Revised: 04-16-26