

# SANTA ANA COLLEGE

## CAREER ADVANCED PLACEMENT PROGRAM

The Career Advanced Placement Program allows eligible K-12 students to enroll at a community college for educational enrichment courses (limited physical education activity courses). Students may only register for less than 12 units. College credit is granted for all courses taken under this program. Completed request forms must be submitted to the Admissions Office before students are permitted to register.

### FINAL APPROVAL RESTS WITH SANTA ANA COLLEGE

| <b>Student Information</b>   |  |
|--|--|
| Name _____ SAC ID # _____ DOB _____  |  |
| School: _____  |  |
| School Address _____ City/State/Zip _____  |  |
| Grade: K – 9 ____ 10 ____ 11 ____ 12 ____ Middle College ____ Semester _____ Year _____  |  |
| Student's Signature _____ Date _____   |  |
| <b>Parent Approval (see item #6 on reverse side)</b>   |  |
| Parent's Name _____ Date _____<br><small>(Please Print)</small>  |  |
| Parent's Signature _____ Phone # _____   |  |
| <b>Concurrent Enrollment Certification</b>   |  |
| Course Number & Title _____  |  |
| Course Number & Title _____  |  |
| I certify that this student's enrollment adheres to and complies with the relevant Education Code sections for Concurrent Enrollment. (See reverse side) |  |
| Principal's Signature: _____ Date _____  |  |
| <b>Santa Ana College Approval</b>  |  |
| Course Number & Title _____<br><br>Approved ____ Denied ____   | Course Number & Title _____<br><br>Approved ____ Denied ____ |
| Division Dean's Signature _____  | Division Dean's Signature _____                              |

**Admissions Office Use Only:** Date Received \_\_\_\_\_ By \_\_\_\_\_

**DISTRIBUTION:** Original: Santa Ana College      Pink: Student      Yellow: Applicant's School

## CAREER ADVANCED PLACEMENT PROGRAM PROCEDURES

1. Student must obtain signatures of parent and school principal.
2. Student must obtain college approval from the Division Dean or designee. Final approval rests with Santa Ana College. Refer to <http://www.sac.edu>, go to the Admissions and Records page to locate the appropriate Division and Dean's contact information.
3. Return completed Career Advanced Placement Program Form to the Admissions Office. If necessary, the Admissions Office will advise the student to complete the Admissions Application and provide registration instructions.
4. Placement testing is required for students enrolling in English, reading or mathematics courses. Testing may also be required for other courses based upon approved course prerequisites. Contact the Testing Office at (714) 564-6148 for a schedule of tests.
5. Students who are currently enrolled in grades K-8 are required to pay all college fees. The Enrollment Fee (\$20.00 per unit) is waived for students who are currently enrolled in grades 9-12. However, students must pay all other college fees.
6. The parent's signature grants permission for their son/daughter to enroll in college courses at Santa Ana College. The parent acknowledges that Santa Ana College is an adult environment and assumes responsibility for their young student's conduct while on campus. Additionally, in compliance with federal privacy law, the parent will need their student's written permission to gain access to any non-directory information.

## PRINCIPAL'S CERTIFICATION FOR CONCURRENT ENROLLMENT

### EDUCATION CODE SECTION 48800(a) – 48800 (d)

**(a)** The governing board of a school district may determine which pupils would benefit from advanced scholastic or vocational work. The intent of this section is to provide educational enrichment opportunities for a limited number of eligible pupils, rather than to reduce current course requirements of elementary and secondary schools, and also to help ensure a smoother transition from high school to college for pupils by providing them with greater exposure to the collegiate atmosphere. The governing board may authorize those pupils, upon recommendation of the principal of the pupil's school of attendance, and with parental consent, to attend a community college during any session or term as special part-time or full-time students and to undertake one or more courses of instruction offered at the community college level. **(b)** If the governing board denies a request for a special part-time or full-time enrollment at a community college for any session or term for a pupil who is identified as highly gifted, the board shall issue its written recommendation and the reasons for the denial within 60 days. The written recommendation and denial shall be issued at the next regularly scheduled board meeting that falls at least 30 days after the request has been submitted. **(c)** The students shall receive credit for community college courses that they complete at the level determined appropriate by the school district and community college district governing boards. **(d) (1)** The principal of a school may recommend a pupil for community college summer session only if that pupil meets all of the following criteria: **(A)** Demonstrates adequate preparation in the discipline to be studied. **(B)** Exhausts all opportunities to enroll in an equivalent course, if any, at his or her school of attendance. **(d) (2)** For any particular grade level, a principal may not recommend for community college summer session attendance more than 5 percent of the total number of pupils who completed that grade immediately prior to the time of recommendation. **(d) (3)** A pupil recommended by his or her principal for enrollment in a college-level advanced scholastic summer session course or in a vocational community college summer session course shall not be included in determining the 5 percent of pupils recommended if all of the following criteria are met: **(A)** The course is offered by a middle college high school or an early college high school, as defined by paragraph (4). **(B)** The high school principal who makes the recommendation provides data to the Chancellor of the California Community Colleges at the request of that office for purposes of preparing the annual report pursuant to paragraph (5). **(C)** The course meets one of the following criteria: **(i)** It is a for credit, lower division, college-level course that is designated as part of the Intersegmental General Education Transfer Curriculum or applies toward the general education breadth requirements of the California State University. **(ii)** The course is a for credit, college-level, occupational course assigned a Priority code of "A," "B," or "C," pursuant to the Student Accountability Model, as defined by the Chancellor of the California Community Colleges and reported in the management information system, and the course is part of a sequence of vocational or career technical education courses leading to a degree or certificate in the subject area covered by the sequence. **(d) (4)** For purposes of this section, a "middle college high school" or an "early college high school" means a high school that meets all of the following criteria: **(A)** The school has an enrollment of 400 or fewer pupils, and is recognized by the department and by the Chancellor of the California Community Colleges as a district school that has been assigned a County-District-School code by the department. **(B)** The school's program is sponsored by a legally binding memorandum of understanding or similar formal agreement between a sponsoring local educational agency and a community college district that establishes cogovernance and resource allocation policies and procedures for the cosponsored school. **(C)** The school serves cohorts of pupils in a coherent high school and community college program of study that includes, as a clearly identified outcome for each pupil, a high school diploma and achievement of, or preparation for, completion of an associate degree, eligibility for transfer to a four-year college or university, or completion of a community college certificate program in a vocational, technical, or business occupation.

### EDUCATION CODE SECTION 48800.5 (a) – 48800.5 (d)

**(a)** A parent or guardian of a pupil, regardless of the pupil's age or class level, may petition the governing board of the school district in which the pupil is enrolled to authorize the attendance of the pupil at a community college as a special full-time student on the ground that the pupil would benefit from advanced scholastic or vocational work that would thereby be available. If the governing board denies the petition, the pupil's parent or guardian may file an appeal with the county board of education, which shall render a final decision on the petition in writing within 30 days. **(b)** A pupil who attends a community college as a special full-time student pursuant to this section is exempt from compulsory school attendance under Chapter 2 (commencing with Section 46100) of Part 26. **(c)** A parent or guardian of a pupil who is not enrolled in a public school may directly petition the president of any community college to authorize the attendance of the pupil at the community college as a special part-time or full-time student on the ground that the pupil would benefit from advanced scholastic or vocational work that would thereby be available. **(d)** Any pupil authorized to attend a community college as a special full-time student shall, nevertheless, be required to undertake courses of instruction of a scope and duration sufficient to satisfy the requirements of law.

Additional information can be found in Education Code Sections 76000-76002.