

Dual Enrollment
(9th thru 12th Grade at HS)
 Concurrent Enrollment
(Offered at High School Campus)
 Concurrent Enrollment
(Offered at Porterville College)

FORM MUST BE SUBMITTED ALONG WITH AN OFFICIAL HIGH SCHOOL TRANSCRIPT IN SEALED ENVELOPE

THIS PROCEDURE MUST BE FOLLOWED EACH SEMESTER:

1. Complete the CCC Apply - Porterville College application
2. Obtain approval from high school counselor or administrator (**11 units maximum**)
3. Obtain approval from parent or guardian
4. Meet the minimum GPA requirement of 2.0 (overall weighted HS GPA)
5. Submit the completed form with all signatures to the Office of Admissions and Records at Porterville College
6. If enrolled in a Home School, please see section below ******.

FOR HIGH SCHOOL OFFICIAL COMPLETION

Name of School _____

School Address _____
Street City State Zip

Grade: (indicate one) 9 10 11 12 **HS GPA** Cumulative GPA **College GPA** Cumulative GPA College transcript reviewed by HS Official

Type of School

- Public High School Private High School
 Charter School Home School

****** *A copy of the State of California Private School Affidavit must be attached to this form. Every person, firm, association, partnership, or corporation offering a full-time day or boarding school at the elementary or high school level must file and affidavit (California Education Code section 33190). Home School students must see a Porterville College counselor prior to enrolling in classes.*

College Course(s) Requested	Course Reference Number (CRN)	Units	College Credit	HS Credit	Initials of HS Official

Non Resident Fees: AB 540 waivers are not acceptable to concurrent/dual enrolled high school students. **SB 150:** Students attending k-12 meeting certain requirements may be exempt from out-of-state tuition. Title 5, sec 76140

FOR STUDENT/PARENT COMPLETION (Please fill in appropriate blanks in ink.)

NO COURSE MAY BE TAKEN, OR CLASS CHANGES MADE WITHOUT THE APPROVAL OF A COLLEGE COUNSELOR OR EDUCATIONAL ADVISOR

Student's Name _____ Date of Birth _____ Student ID @ _____
Last First M.I.

Address _____ Phone Number () _____
Street City State Zip

Student Consent: My Counselor and I have selected the courses above. I understand it is my responsibility to register for these courses at Porterville College which will not exceed 11 units in any term. I also understand it is my responsibility to pay for all fees associated with my courses at the time I register, or I may have dropped from my course(s). By enrolling in college level course, I agree to be responsible for communicating with my instructor(s), studying at least two hours for every hour of class (minimum), turning in college level assignments complete and on time, and purchasing all textbooks within the first week of class. I hereby agree to allow Porterville College to share any and all admissions, registration and grade information with my high school.

Student's Signature: _____ **Date:** _____

Parent Consent: I give my consent for _____ Student's Name to be enrolled at Porterville College as a special part-time student. I understand that it is my son's/daughter's responsibility to submit a sealed transcript to the high school registrar to receive high school credit for Porterville College courses. I understand that my son's/daughter's progress will not be monitored by the high school. In the event the student should drop a course, it is the student's responsibility to notify the high school counselor immediately. I understand that my son/daughter is being considered for admission as a college student and he/she will abide by all college rules, regulations and deadlines. I understand that my son/daughter may participate in college surveys or research as approved by the district. I also understand that transportation and other costs for community college courses are the responsibility of the student. Under FERPA, the College will not release any student records, not including directory information, to anyone, including the parent, without the written consent of my student. **Please note that Porterville College is an open access public institution to students of all ages.**

Please complete the front/back of this form prior to submission

HIGH SCHOOL CERTIFICATION - DUAL / CONCURRENT ENROLLMENT

The undersigned give their consent for the petitioner to be admitted and register for the classes listed in page 1 of this document.

Administrative Approval:	Parental Approval:
_____ Print Name of H.S. Principal or designee	_____ Print Name of Parent/Guardian
_____ Signature of High School Principal or Designee	_____ Signature of Parent/Guardian
_____ High School Name	_____ High School Telephone Number

Important Information / Conditions

California Community Colleges are open to all individuals 18 years or high school graduates, regardless of age. There is an educational system in place to respond to the needs of minors pursuing educational goals, and the community college offers opportunities to students seeking enrichment and/or vocational experience not available at their institutions. Eligibility to participate in this opportunity is determined by the community college and may not disqualify regular college students.

Parents / guardians of Porterville College students under the age of 18 are responsible for their children, including by not limited to transporting them to class and retrieving them after class. Please be aware that periodically classes may end early, may be canceled without prior notification or may vary from the scheduled time or place.

This information is important to every high school participant:

Registration

- All high school students must submit an admission application to Porterville College visit the college website at www.portervillecollege.edu and click Admissions & Records, then select CCCC Apply.
- All high school students must register in person in with a Porterville College admissions official. Only those classes identified on the High School Certification for Concurrent or Dual Enrollment will be allowed for enrollment.
- After officially enrolling in classes, a high school student will not be able to make changes to their class schedule. However, high school student may use other functions available via InsidePC, such as paying fees, printing a class schedule etc.
- Please contact the Office of Admissions and Records if you have questions regarding adding or dropping courses. High school students must adhere to all established deadline dates.
- All classes have a Last Day to Add, Last Day to Drop and Last Day to Drop with a refund.
- Students enrolled in home school programs must provide proof that the home school is registered with the State of California. Please provide a Private School affidavit.

Payment of Fees

- The California enrollment fees are waived for classes taken by high school students to fulfill high school or college credit. Students must pay all other fees, which may include: material fee, health fee, student center fee, student representation fee, parking permit (optional) within 10 days after registering for courses. If payment is not received, a hold will be placed on your student record.

Waitlists

- High school students may be placed on a waitlist for classes that are full, however, it is the student's responsibility to drop from a waitlisted course. Note: waitlist courses are automated, therefore it is the student's responsibility to monitor their class schedule.

First Date of Attendance

- High school students must be in attendance on the first day of instruction for each class enrolled.

Prerequisite Requirements

- When a course has prerequisite requirement, it means that a student must possess a certain amount of pre-existing knowledge to be successful in the course.
- If the class you are registering for has a prerequisite requirement, please complete the Prerequisite and Repetition of Course Approval Form and take to the instructor for review along with your transcript.
- The prerequisite requirement must be cleared prior to registration.

Deadlines

- There are deadlines for most admission and registration related processes (i.e. adding, dropping, refunds, petitions, etc.) that are processed by the Office of Admissions and Records.
- It is your responsibility to read the Academic Calendar to ensure that you meet these deadlines. Deadline dates can also be found on the Porterville College website. If you have any questions related to admissions, registration, fees, ordering transcripts, etc., please contact the Office of Admissions and Records at 559.791.2220 for assistance.