



The procedures for applying to the **HIGH SCHOOL ENRICHMENT (HSE) PROGRAM** are listed below:

1. The intent of this program is to provide college enrichment opportunities for a limited number of eligible high school students in **grades 11 and 12 (exceptions may be considered: See Special Admittance Policy at the end of this form)**. Students must have exhausted all opportunities to enroll in an equivalent course at their high school.
2. High School Enrichment students are **provisional** students during each semester of attendance.
3. Minimum eligibility to the HSE Program include a 2.50 GPA computed from all high school courses completed except PE and military science.
4. Not all courses listed in the college catalog are available to HSE students. **Generally, courses of a remedial nature, courses for which failing grades were earned, and courses required for High School graduation do not meet the intent and spirit of the program.** HSE Program students must spend a minimum day of 180 minutes on the high school campus. The HSE application includes a place for the high school to verify that the minimum day requirement is being met. The application will also include the specific course which the high school is authorizing for each student.
5. A complete application consists of a SCCC Dual/Enrichment Online Application, the HSE application with all required signatures* and a current HIGH SCHOOL TRANSCRIPT* (handwritten transcripts are not acceptable). The HSE application and current High School Transcripts must be provided each semester the student plans to attend. Your high school counselor must assist you in your selection of requested course(s). We are unable to process incomplete applications and it is the student's responsibility to insure the application is complete.
6. HSE students are allowed to register on the first day of open enrollment for the semester they are interested in enrolling (the date for open enrollment may be found in the schedule of classes for the semester you wish to enroll in). Contact the counseling office of the campus you plan to attend for additional questions.



The following paperwork and application steps apply to:

- Students below 11th grade (Junior) status;
- Students below the minimum 2.5 cumulative GPA requirement;
- Students who have received a “D”, “F”, “Incomplete”, or “NP” grade in a prior enrichment course.
- Students requesting more than 2 courses and/or more than 11 units.

Special Admittance Requirements:

- SCCCD High School Enrichment (HSE) Form & active SCCCD Admissions Application (online).
- Letter of recommendation from high school principal and counselor addressing specifically how the student has demonstrated adequate preparation and how the student has exhausted all opportunities for the course at his or her school of attendance.
- Letter from parent addressing how class benefits the student and addressing safety and transportation issues.
- Special Admittance petitions are submitted directly to the VP of Instruction, VP of Student Services or VP of Learning and Student Success.

*Questions regarding Special Admittance policy are to be directed to VP of Instruction:

Dale van Dam
Vice President of Instruction Reedley
College
995 North Reed Avenue
Reedley, CA 93654
(559) 638-0300

Renee Craig-Marius
Vice President of Student Services
Reedley College
995 N. Reed Avenue
Reedley, CA 93654
(559) 638-0300

Marie Harris
Vice President of Learning and Student Success
Reedley College – Madera Center
30277 Avenue 12 Madera, CA 93638
(559) 675-4800

Don Lopez
Vice President of
Instruction Fresno City
College
1101 University Avenue
Fresno, CA 93704
(559) 442-4600

Marco De La Garza
Vice President of
Instruction Clovis
Community College
103069 N. Willow Avenue
Fresno, CA 93730
(559) 325-5200



HSE Enrollment Registration Form

STATE CENTER COMMUNITY COLLEGE DISTRICT
FRESNO • REEDLEY • MADERA • OAKHURST • CLOVIS

Step 1: STUDENT INFORMATION

Name: _____

College Student ID #: _____

High School: _____

Grade Level: _____

I am submitting this approval form for the following semester and year:

FALL SPRING SUMMER 20_____

For the _____ Campus

CCC/FCC/RC

Step 2: HIGH SCHOOL APPROVAL

5 Digit Course #	Course Title	Units
12345	ENGL-1A	4
	Total	

Accommodations for students with disabilities are by regulation different for college classes than for high school classes. If you are a student with a documented disability (i.e., IEP, 504 plan, etc.) and/or you would like to know about accommodations available for the college course for which you are enrolling, or to request a copy of the **Students with Disabilities**, please contact Disabled Students Programs and Services (DSP&S) at 325-5230 (Clovis Community College), 442-8237 (Fresno City College), or 638-3332 (Reedley College).

Please Attach a High School Transcript. Forms without Transcripts will not be processed.

High School Principal / Counselor- by signing below you acknowledge the following:

- I have reviewed the academic record of the above-named student and certify that the student demonstrates adequate preparation in the course(s) listed and can benefit from advanced scholastic education. (Education Code 48800 (a))
- SUMMER ONLY: I certify that I am limiting the number of recommendations to no more than five percent of the total number of pupils who completed the grade immediately prior to the time of the recommendation for summer session. (Education Code 48800 (d))
- Student is meeting minimum minutes per day in high school
- Homeschool students only:** Must provide verification of approval from local high school district or California Department of Education.

High School Principal Signature: _____ Print Name: _____

High School Counselor Signature: _____ Print Name: _____

Date: _____ Contact Phone: _____

College Counselor Signature: _____ Print Name: _____

For Office Use Only:

Vice President of Instruction Approval (if applicable): _____ (Please Print)

Student is participating in an AB 288 pathway (15-unit maximum/4 course maximum)

HSE: Application HS Transcripts Signatures Homeschool: Verification HSE verified: _____

A&R: Registered STMC SPRO/Dual. HS program Date Entered: _____ By: _____

Step 3: STUDENT AGREEMENT

By signing and initialing below you acknowledge you have read and understand the following:

- All SCCCD Dual Enrollment students are responsible for complying with the rules and regulations of the college as published in the FCC/RC/CCC catalog(s) and schedule(s) of classes. Please review these rules and regulations with your parent or guardian to ensure you have a successful experience.
- Grades: By participating in a dual enrollment course you are creating a college transcript.** The grade(s) you earn in your SCCCD class(es) will become a part of your official college academic record.
- Students participating in Dual enrollment must make satisfactory academic progress (minimum cumulative GPA of 2.0 and completion of 51% of courses attempted) to maintain eligibility for financial aid when they begin college as a post graduate student (after high school graduation).
- I understand that SCCCD will release my final grades to my high school registrar. Under Section 49061 of the Education Code, my college records will only be released to parents with my written consent. (Family Educational Rights and Privacy Act (FERPA)). Authorization for Release of Information form may be obtained at Admissions & Records.
- Students with Disabilities Accommodations:** I have read the statement regarding DSPS accommodations on the reverse side.

Please note: The College has the right to restrict enrollment for reasons of health and safety, preparedness of the student, availability and college board policy. (References- California Education Code: Sections 48800-48802, 76001, 76300)

Student Signature: _____ Print Name: _____ Date: _____

Step 4: PARENT AGREEMENT

By signing and initialing below you acknowledge you have read and understand the following:

- Student Records:** Under Section 49061 of the Education Code (FERPA), parents of community college students do not have a right of access to their children's student records, regardless of whether the student is under the age of 18. In accordance with this regulation, students' college records will be released to parents only with the written consent of the student. Authorization for Release of Information form may be obtained at Admissions & Records.
- Contacting Instructors:** Your student is enrolled in a college course and it is important to understand that instructors work directly with students, as opposed to the type of parent interventions you may be accustomed to at the high school level. Under FERPA instructors are not required to discuss student performance or other student-related issues with parents.
- Course Content/ Material:** Dual enrollment courses are taught to the rigor of a college course. Students will be using the same textbooks and syllabi as they would if they were taking a class on a college campus. As such, please be aware that discussion topics and course materials are generally designed for adult students and may not be appropriate for younger students.
- Students with Disabilities Accommodations:** I have read the statement regarding DSPS accommodations on the reverse side.
- Your son/daughter will receive no special consideration because s/he is a high school student and will be subject to the rules, regulations, and policies of the State Center Community College District.**

Parent / Guardian Signature: _____ Print Name: _____ Date: _____
