



# HSE Enrollment Registration Instructions

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

1. The intent of this program is to provide opportunities for students in high school. 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. 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. The unit limit for High School Enrichment students is a maximum of 11 units per semester with high school approval.
4. A complete application consists of a SCCCD 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 ensure the application is complete.
5. HSE registration begins on the first day of open enrollment for the semester (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.
  - ❖ Fresno City College (559) 442-8225
  - ❖ Reedley College (559) 494-3000 ext. 3514
  - ❖ Clovis Community College (559) 325-5200
  - ❖ Madera Community College (559) 675-4141
6. OPTIONAL: Note under Section 49061 of the Education Code, my college records will not be released to anyone without my written consent. (Family Educational Rights and Privacy Act [FERPA]. Authorization to release Student Information form may be obtained at Admissions & Records. Forms can be submitted through your official school email only.



## HSE Special Admittance Policy

### The following paperwork and application steps apply to:

- Students below 11<sup>th</sup> 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.

### 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) 494-3000

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

Natalie Culver Dockins  
Vice President of Student Services  
Reedley College  
995 N. Reed Avenue  
Reedley, CA 93654  
(559) 494-3000

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

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



# HSE Enrollment Registration Form

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## Step 1: STUDENT INFORMATION

Name: \_\_\_\_\_ Birth Date: \_\_\_\_\_ College ID #: \_\_\_\_\_  
 Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
 High School: \_\_\_\_\_ Grade Level: \_\_\_\_\_ School Year 20 \_\_\_\_\_

This approval form for the following: \_\_\_\_\_ Term: \_\_\_\_\_ College Campus: \_\_\_\_\_

## Step 2: HIGH SCHOOL APPROVAL (11-unit limit)

	Course #	Course Title	Units
EX	12345	ENGL-1A	4
1.			
2.			

	Course #	Course Title	Units
3.			
4.			

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, please contact Disabled Student Programs and Services (DSP&S) at 325-5050 (Clovis Community College), 442-8237 (Fresno City College), 494-3032 (Reedley College), or 675-4864 (Madera Community 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))
- 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: \_\_\_\_\_

College Vice President Signature (if needed): \_\_\_\_\_ Print Name: \_\_\_\_\_

### For Office Use Only:

Verified by:

HSE: In AB 288 pathway (15-unit maximum) Application HS Transcripts Signatures

A&R: Registered STMC SPRO/. HS program ASTR

Date Entered: \_\_\_\_\_ By: \_\_\_\_\_

### Step 3: STUDENT AGREEMENT

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

- All SCCC High School Enrichment students are responsible for complying with the rules and regulations of the college as published in the FCC/RC/CCC/MCC 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 high school enrichment course, you are creating a college transcript.** The grade(s) you earn in your SCCC class(es) will become a part of your official college academic record.
- Students participating in high school enrichment 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 under Section 49061 of the Education Code, my college records will not be released to anyone without my written consent. (Family Educational Rights and Privacy Act [FERPA]). Authorization to Release Student Information form may be obtained at Admissions & Records.
- I understand there is an 11-unit limit per semester with the approval from my high school.
- **Students with Disabilities Accommodations:** I have read the statement regarding 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)

<b>Student Signature:</b>	<b>Print Name:</b>	<b>Date:</b>
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### Step 4: PARENT AGREEMENT

By signing 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:** High school enrichment 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.
- **Course Unit Limit:** I understand there is an 11-unit limit per semester with the approval from my students high school
- **Students with Disabilities Accommodations:** I have read the statement regarding accommodations on the reverse side.
- **Your student 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.**

<b>Parent/Guardian Signature:</b>	<b>Print Name:</b>	<b>Date:</b>
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