



HIGH SCHOOL ENRICHMENT PROGRAM

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. Completion of the Reedley College **Placement Test is mandatory prior to applying** for the HSE Program. You can find the placement test schedule online at the RC website (look under either eSARS or TESTING SERVICES). You need only take it one time. To make an appointment for the placement test, you will need a Reedley College student ID number. Obtain a student ID number from the Admissions and Records office (must be done in person), or from the online application process.
4. Minimum eligibility to the HSE Program include a 2.50 GPA computed from all high school courses completed except PE and military science.
5. All high schools must file a copy of their Board of Trustee's resolution authorizing participation in the program with the Reedley College Vice President of Student Services. The resolution can cover an extended period of time or be reviewed on a yearly basis, at the Board's discretion.
6. Not all courses listed in the Reedley 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.** (Online courses need a signature from the Reedley College VP of Instruction, or VP of Students)
7. 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.**
8. A complete application consists of a REEDLEY COLLEGE *Online (or paper)* Application, the HSE application with all **required signatures*** and a current **HIGH SCHOOL TRANSCRIPT*** (**handwritten transcripts are not acceptable**) and **Reedley College Placement Exam**. **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.**
9. **A Reedley College Application, HSE Application, and a current High School Transcript must be provided each semester the student plans to attend.** The processing of HSE applications will begin on the first date each semester for registration of *New & Returning* Reedley College students.
10. HSE students are now 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 Reedley College counseling office at 559-638-0337 for additional questions.

Refer to Special Admittance Policy for other transcripts/documentation

APPLICATION FOR REEDLEY COLLEGE HIGH SCHOOL ENRICHMENT PROGRAM

Social Security Number _____ Date _____

Name _____

Phone _____ E-MAIL _____

Address _____ City _____ State _____ Zip _____

High School _____ GRADE Level _____ Year of H.S. Graduation **20** _____

Proposed Semester of Attendance: Fall **20** _____ Spring **20** _____ Summer **20** _____
 (Aug. – Dec.) (Jan. – May) (June)

****In consultation with high school counselor please list Reedley College course(s) requested:***

5 DIGIT COURSE#	DEPT/ NO	COURSE TITLE	UNITS	DAYS	BEGIN TIME	END TIME	ROOM	INSTRUCTOR
<i>Example: 07770</i>	Psy-2	Gen Psychology	3	MWF	8:00am	8:50am	CCI-202	Smith

SIGNATURES REQUIRED FOR CONSIDERATION TO PARTICIPATE:

High School Principal* _____ (Not required if home schooled)

High School Counselor* _____ (Not required if home schooled)

PLEASE INSURE THAT A HIGH SCHOOL TRANSCRIPT IS ATTACHED TO THIS APPLICATION AND SUBMITTED AS A SINGLE UNIT. INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED.

Parent/Guardian* _____

(Note: College courses may include material that is of an adult and/or sensitive nature.)

Reedley College Counselor _____

VP of Instruction/Student Services (if needed) _____

TO BE FILLED OUT BY HIGH SCHOOL:

High School GPA (minimum 2.50):

Student is meeting minimum minutes per day in high school: Yes No

Student is authorized to take one or two classes.

Student is taking class(es) for high school credit: Yes No

Completion of this application is for consideration for approval into the High School enrichment program only. Upon approval of this application, this form is forwarded to the Admissions and Records Office for registration into the class and is subject to availability of the class.

A new application is to be completed each semester the student plans to attend.

For office use only

FAA
FAD

CASM
Student ID#



HIGH SCHOOL ENRICHMENT PROGRAM Application Checklist

Student: Please read & initial next to each application requirement*

- I have obtained all the appropriate signatures for my application which include: Parent/Guardian, High School Counselor, and High School Principal (unless home schooled) (and RC VP of Instruction or Student Services if needed).
 - _____ (student's initials)

- I have attached a copy of my current High School transcript with my application:
 - _____ (student's initials)

- I have attached a copy of my *Reedley College Placement Exam* (only needs to be taken once):
 - _____ (student's initials)

- I have listed on my application the specific class(es) I wish to enroll in:
 - _____ (student's initials)

- I have reviewed my Reedley College *Application for Admissions* (either online or paper and pencil) for accuracy and completeness. I have included my social security number and signed my application:
 - _____ (student's initials)

- I have obtained approval by authorization code label from my Reedley College instructor and have attached it to my application (if adding after semester/class has started) :
 - _____ (student's initials)

Refer to Special Admittance Policy for other transcripts/documentation

HIGH SCHOOL Enrichment Program

Special Admittance Policy

The following paperwork and application steps apply to:

- Students who want to take an online class must have it signed off by the VP of Instruction, or VP of Students. Hybrid classes do not need the VP's signature.
- 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 Petition requirements:

- 1) Reedley College *High School Enrichment Application* & Reedley College *Admissions Application*.
- 2) Letter of recommendation from 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.
- 3) Letter from parent addressing how class benefits the student and addressing safety and transportation issues.
- 4) Special Admittance petitions are submitted directly to VP of Instruction or VP of Students for review and approval.

*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
dale.vandam@reedleycollege.edu

Renee Craig-Marius
Vice President of Students
Reedley College
995 N. Reed Avenue
Reedley, CA 93654
(559) 638-0300
renee.craig-marius@reedleycollege.edu

Dr. Claudia Habib
Vice President of Instruction/Student Services
Reedley College – Madera Center
30277 Avenue 12
Madera, CA 93638
claudia.habib@reedleycollege.edu