

SCC CONTINUING EDUCATION - SPECIAL ADMIT FORM

IMPORTANT: Please **attach** the completed Special Admit Form to the Special Program Registration Form. This form **MUST** be attached to the Special Program Registration form for processing.

STUDENT INFORMATION	Student Name: _____ SCC Student ID#: _____ (Last) (First) (Student ID # consists of 7 numbers)	
	Phone: _____ E-Mail: _____ Birth Date: _____	
	Grade: ☐ 9 th ☐ 10 th ☐ 11 th ☐ 12 th Age: _____	
	☐ OUSD (High School is part of Orange Unified School District)	
	<i>By signing or typing my name below, I confirm that I have read and agree to abide by the conditions detailed in "Special Admit Acknowledgments". The parties agree that this form may be electronically signed. The parties agree that the electronic signatures appearing on this form are the same as handwritten signatures for the purposes of validity, enforceability, and admissibility.</i>	
Student Signature: _____ Date: _____		

PARENT/GUARDIAN APPROVAL	Instructions: Students under 18 years of age must obtain authorization from their parent/legal guardian to register for classes and allow the release of their student records to authorized school officials. Parent/Legal guardian must complete the statement below to authorize registration and release of student record information.
	I, _____ (Parent/Legal Guardian Name) give Santiago Canyon College Division of Continuing Education permission to release information (including attendance, progress and/or final grade(s) to the student's home school official (which includes a Counselor or Registrar). I/we, the undersigned, hereby signify that we have read and understand the conditions under which this petition shall be approved and authorize that the student register in the classes listed on this petition.
	Parent/Guardian Name: _____ (Last) (First) Parent/Guardian Signature: _____ Date: _____

CONCURRENT ENROLLMENT AUTHORIZATION	IMPORTANT: Registration will only be allowed for courses that the school Principal/Counselor/Designee has approved (see pt. I. of Special Admit Acknowledgments for more information)			
	This petition applies to the following term (check one): ☐ Fall ☐ Spring Year: _____			
	PRINT High School Name _____		PRINT School's Counselor/Designee Name _____	
	Course Number (example: ENGL-101) One course per line	Section Number (example: 65432) Please note: Students may be registering for other section numbers of this course(s) if section is full.	Section Title	Principal/Counselor/Designee Signature Please note, by signing below, you are indicating that this student's enrollment complies with the relevant Education Code sections for concurrent enrollment (see the reverse page, Principal/Counselor's Certification for Concurrent Enrollment.)

IMPORTANT: This portion must be completed if the **student is NOT currently attending an OUSD high school.**
If the student is attending an OUSD high school, this portion should be left blank.

OEC Administrator Name: _____
(Last) (First)

By signing below, you are indicating that this student has met all proficiency requirements through coursework, assessments, or multiple measures.

OEC Administrator Signature: _____ **Date:** _____

SPECIAL ADMIT ACKNOWLEDGMENTS

- I. Registration will only be allowed for courses that have been approved by the school Principal or Counselor as listed on the registration form. The completed Special Admit Form and Special Admit Acknowledgments must be attached to the Bridge/Petition Registration Form.
- II. All student record information (including transcripts and class schedules) is confidential and not accessible to parents or guardians if students are over 18 years of age. Student information will only be released directly to the student unless the student completes a release of information consent form.
- III. Parents/legal guardians will only have access to student records when students are under 18 years of age.
- IV. The student is establishing a permanent non-credit college transcript with the college.
- V. The student will receive continuing education credit for courses taken and successfully completed. The student must consult with their high school to determine if they are able to receive dual credit toward their high school graduation requirements as well.
- VI. It is the student's responsibility to drop the class before the drop deadline if they choose to stop attending the course. The student is responsible for knowing the drop deadlines associated with the course(s) they are enrolled in. This information can be found in the course's Section Details → Additional Information on [Self Service](#).
- VII. The student is responsible for the cost of any textbooks, materials, and supplies.
- VIII. Title IX of the Education Amendments of 1972 and certain other federal and state laws prohibit discrimination or harassment on the basis of gender or sex in education programs and activities operated by RSCCD. The protection against discrimination on the basis of gender includes sexual harassment, sexual misconduct, intimate partner violence, and stalking. Please contact the District Administrator for Title IX if you have questions about school policies or wish to file a report (www.rscdd.edu/incidentreportingform). To learn more about Title IX, please visit www.rscdd.edu/titleix.