

Ohlone College – FALL 2017
ADMISSION INSTRUCTIONS FOR 10th-12th GRADE STUDENTS
(Please complete all forms in black or blue ink)



Deadline for permission packets: Monday, July 24, 2017 (No Exceptions)

Registration: Monday, August 7, 2017

ENROLLMENT STEPS

STEP 1: Submit these three forms together and in person at the Office of Admissions and Records:

Application for Admission The application form is attached to these instructions and copies are available in the lobby of Building 7, Second Floor, Fremont Campus at 43600 Mission Blvd., Fremont or Student Services Office at 39399 Cherry St., Room NC-1312, Newark Campus. Online applications are accepted from 10th-12th grade students. For faster processing, please log in to or create an [OpenCCCApply](#) account and complete an online application. You will not be allowed to register without a current application on file.

School Permission form for 10th-12th Grade Students must include signatures of the student, parent, teacher, and principal. Any missing signature will delay registration.

Parent/Guardian Health Center Authorization Form for Minors (Medical Waiver)

Immigration documents for non-United States citizens: Please click the link and fill out the [Immigration and Residency form](#) if you are not a United States citizen. You must provide a copy of your high school identification card and your permanent resident card or I-797. Missing documentation will delay registration.

STEP 2: Register for Classes

10th-12th grade students who have been admitted for **FALL 2017** and given an Ohlone College Student ID number may register online via [WebAdvisor](#) beginning on **Monday, June 5** after 9:00 a.m. If the class is full students may attend the first class meeting and obtain an Add Authorization Code from the instructor if there is room **before** registering via WebAdvisor. 10th-12th grade students must be approved for admission before attending the first class meeting.

GENERAL INFORMATION FOR K–12th GRADE STUDENTS

In accordance with Title 5 of the California Code of Regulations, K-12th grade students may enroll as special part-time students while they maintain their regular school attendance. Units earned may be used for high school credit and college credit. **There is a seven (7.00) unit maximum for K-12th grade students during spring and fall semesters and five and a half (5.50) units for summer term.**

Enrolling in classes at Ohlone College is the first step in a college career. K-12th grade students are expected to participate at a college level. Class materials and content may include adult language and subject material. **Grades received at Ohlone College become part of a PERMANENT college record and transcript.** Students should make class selections very carefully with parent, school counselor, and principal guidance.

Multiple signatures are required for 10th-12th **School Permission form for 10th-12th Grade Students**. It is advisable to begin this process **at least four weeks** prior to the end of the student's current school term.

K-12th grade students are exempt from paying the California Community College Enrollment Fee (\$46 per unit), but are subject to a \$19 Health Services Fee (\$16 during Summer Term), a \$5 Online Registration Access Fee, and a \$5 (\$2.50 Summer) optional Student Activities Fee, unless all classes taken are off campus.

OHLONE COLLEGE SCHOOL PERMISSION FORM: 10TH - 12TH GRADE STUDENTS

**NOTE: 10th – 12th grade students are RESTRICTED TO CSU & UC TRANSFERABLE COURSES
COMPLETION OF THIS FORM DOES NOT CONSTITUTE ENROLLMENT IN CLASSES
FALL SEMESTER 2017**



Deadline for permission packets: Monday, July 24, 2017 (No Exceptions)



Registration: Monday, August 7, 2017

In accordance with the Title 5 of the California Code of Regulations and Ohlone College policy, students in grades 10th-12th may enroll in Ohlone College courses with the appropriate recommendations. By law, K-12 students must complete an application packet for **every term** they plan to attend. An incomplete application packet will not be processed. **Application packets must be submitted no later than Monday, July 24, 2017**

Students intending to enroll in English or Mathematics classes or those with English or Math prerequisites must take the **Ohlone College Placement Test**. Students wishing to **register in more than 7.00 units** are required to submit a letter from their School Principal or designee indicating approval of excess units. Taking an Ohlone College course begins the student's **PERMANENT** college academic record. **10th-12th grade students** are allowed to take only courses that are **transferable to CSU and/or UC**. These courses are identified in the Ohlone College Schedule of Classes.

Registration for 10th through 12th grade students begins Monday, August 7, 2017.

Ohlone College ID#			
▶ To be completed by the student - <i>please print (black or blue ink)</i>			(Office Use Only)
Last Name	First Name	M.I.	Date of Birth (mm/dd/yyyy)

- 10th - 12th grade students are allowed to take only CSU and UC transferable classes except PE. Courses are identified in the Online Class Schedule.
- **Students enrolled in classes not listed on recommendation form will be dropped.**

▶ **Requested Classes:**

Class Synonym Number <i>Example: 012345</i>	Class Section and Title: <i>Example ENGL-113-01 Poetry</i>	Time <i>1:00-2:30</i>	Units	Room Number

▶ **To be completed by the Parent/Guardian and Student: Do not leave any portion blank.**

➔ <input type="checkbox"/>	➔ <input checked="" type="checkbox"/>	➔ <input type="checkbox"/>
<i>Print Name of Parent/Guardian</i>		<i>Parent/Guardian Signature</i>
		<i>Date</i>
➔ <input type="checkbox"/>	➔ <input type="checkbox"/>	➔ <input type="checkbox"/>
<i>Home Phone</i>		<i>Work or Cell Phone</i>
		<i>Ext.</i>
➔ <input type="checkbox"/>	➔ <input checked="" type="checkbox"/>	➔ <input type="checkbox"/>
<i>E-mail address</i>		<i>Student's Signature</i>
Students Grade Level: <input type="checkbox"/> Sophomore <input type="checkbox"/> Junior <input type="checkbox"/> Senior		
<i>Year you began attending your high school:</i>		<i>Projected graduation date:</i>

▶ **To be completed by the High School:** The administrator signing below hereby recommends the enrollment of the student in the class(es) listed above and verifies that the student can benefit from advanced scholastic or vocational work.

School Name: _____ **Phone:** (____) _____

Print Principal's or Designee's Name

Principal's or Designee's Signature

Office Use Only			
Processed by: _____	Date: _____	Requisites Cleared: <input type="checkbox"/> Yes <input type="checkbox"/> No	IMM DOCS: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA

Ohlone College Student Health Center

Parent / Guardian Authorization Form for Minors

I hereby authorize my minor child to receive medical care at the Ohlone Student Health Center.

Be advised that a physician supervises this clinic and that a nurse practitioner is on duty during the fall and spring semesters from 9:00 am – 2:00 pm and 4:00 pm – 6:00 pm M-TH. Summer hours are M-TH 10:00 am – 2:00 pm and 4:00 pm – 6:00 pm.

The nurse practitioner is available for acute care (sore throats, sprained ankles, etc.) and emergency care (accidents), and over the counter medicines such as Tylenol, Advil as needed. This authorization will permit your minor child to avail themselves to these services. As a parent/guardian you are welcome to call (510) 659-6258 to discuss these services. Providers are bound by confidentiality regulations even if students are minors.

I authorize my minor child to obtain medical care at the Ohlone Student Health Center:

Student's Name (Print): _____ Birth date: _____

Student ID# _____
(Office Use Only)

School: _____ City: _____

**PLEASE NOTE: THIS AREA MUST BE FILLED OUT!
PLEASE PROVIDE ALL KNOWN MEDICAL PROBLEMS, OR CHECK THE NO BOX.**

As the parent/guardian do you know of any medical problems we should be aware of for this student?
(heart disease, mental disorder, allergy to medications, etc.) Yes (please provide details below) No

Print Parent / Guardian's name: _____

Home Address: _____

Mailing Address (if different): _____

E mail: _____ Home Phone: () _____

Work Phone: () _____ Cell Phone: () _____

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Parent/Guardian's Signature _____ Date _____

Please Note:

- This declaration does not affect the rights of the minor's parents or legal guardian regarding the care, custody, and control of the minor, and does not mean that the caregiver has legal custody of the minor.
- A person who relies on this affidavit has no obligation to make any further inquiry or investigation.
- This affidavit is not valid for more than one year after the date on which it is executed.

Students taking classes held **ONLY** on Sundays or at off-campus locations are not eligible for services and are exempt from payment of the Health Services Fee.

**Ohlone College Student Health Center
43600 Mission Blvd., Bldg. 7, 3rd floor Room 7302
Fremont, CA 94539 510.659.6258**