

SPECIAL STUDENT (K-12) ADMISSIONS PACKET/INSTRUCTIONS

K-12 STUDENTS

The term “special student” applies to all those who are currently in grades K-12 and wish to enroll in Ohlone courses. In accordance with Title 5 of the California Education Code, K-12 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-unit maximum for K-12 students during Spring and Fall Semesters and Summer term.

Enrolling in classes at Ohlone College is the first step in a college career. K-12 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 college transcript**. Students should make class selections accordingly with parent, school counselor, and principal guidance.

Because multiple signatures are required for K-12 applications, it is advisable to begin this process **at least four weeks** prior to the end of the student’s current school term. K-9 and 10-12 application packets are available online at <http://www.ohlone.edu/org/admissions/highschool.html>, at the Fremont and Newark campuses, and at each district school. Forms, directions, and a parent’s checklist for K-9 and 10-12 students are all available on the Ohlone Web site at <http://www.ohlone.edu/org/admissions/highschool.html>.

K-12 students are exempt from paying the California Community College Enrollment Fee (\$20 per unit), but are subject to a \$16 Health Services Fee (\$12 during Summer Term), a \$5 Online Registration Access Fee, and a \$5 (\$2.50 Summer) optional Student Activities Fee, unless all classes are off-campus.

K-9 STUDENTS

Admission for students who have not yet completed the 9th grade is slightly different than for 10-12th grade students. K-9 students should refer to the left side of the chart below and carefully follow the directions in the application packet to avoid processing delays.

K-12 ENROLLMENT STEPS

STEP 1	K-9	10-12
	<ul style="list-style-type: none"> ● Apply for admission to Ohlone College online via WebAdvisor (https://webadvisor.ohlone.edu) if older than 13 years and obtain a K-9 admissions packet online at http://www.ohlone.edu/org/admissions/highschool.html <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> ● Obtain a K-9 admissions packet which contains admissions application, at the Information Center (Building 1, first floor) or from any district school. 	<ul style="list-style-type: none"> ● Apply for admission to Ohlone College online via WebAdvisor (https://webadvisor.ohlone.edu) and obtain a 10-12 admissions packet online at http://www.ohlone.edu/org/admissions/highschool.html <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> ● Obtain a 10-12 admissions packet which contains the admissions application, at the Information Center (Building 1, first floor) or from any district high school.
	<ul style="list-style-type: none"> ● Exceptional Student Form/Letter of Rationale must have: --parent’s signature --teacher’s signature --principal’s signature 	<ul style="list-style-type: none"> ● School Permission Form must have: --parent’s signature --counselor’s signature --principal’s signature
	<ul style="list-style-type: none"> ● Complete the Parent/Guardian Authorization Form for Minors. 	<ul style="list-style-type: none"> ● Complete the Parent/Guardian Authorization Form for Minors.

STEP 2 Register for Classes

Registration dates for K-12 students are listed on the Academic Calendar in the Class Schedule and on the Admissions and Records Web page and on WebAdvisor. Students register online for classes via WebAdvisor at <https://webadvisor.ohlone.edu>.