

Dual Enrollment Permission Packet

For 10th - 12th Grade students Term: Spring 2019

Instructions: How to Apply

Step 1: Complete the application for admissions. Go to www.ohlone.edu and click Apply. This will take you to OpenCCC Apply. If you already have an account, log in. If not, please read the instructions for OpenCCC Apply and create your account.

- Click **Start A New Application** and choose the term you want to attend. Follow the instructions and submit your application. Print out your confirmation page and include it with this packet.

OpenCCC Apply ID: _____ OpenCCC Apply confirmation number : _____

Dual high school students are required to submit an Ohlone College admission application and permission packet for every term they plan to attend, even if they have applied online before or attended in a prior term.

Step 2: Complete the permission form which is page 3 of this packet. You must choose your classes, sign the form, and have your parent or guardian sign the form. Use blue or black ink only.

Step 3: Take your completed form to your high school principal for approval. Your high school principal/designee must sign the form. If you attend a homeschool or online school, the school district office can sign your form or your homeschool must provide a private school affidavit for the current academic year.

Step 4: Complete the Ohlone College Health Center Form which is page 4 of this packet. Your parent or guardian must sign the health form.

Step 5: Submit the completed permission packet to the Admissions Office at Fremont or Newark campus.

Step 6: Check your email for your Ohlone student ID number and instructions for setting up your WebAdvisor account. The email usually arrives in 7-10 business days.

Do not send the form by email or fax. Do not use electronic or typed signatures.

If you do not receive it, contact the Admissions Office to check the status. Once you receive the welcome email, set up your WebAdvisor and student email accounts.

Step 7: Clear any course prerequisites. You can check the prerequisites for a class by going to the **Class Schedule** link at the top of our home page here: [Ohlone Home Page](#) Find your class listing and click the course title to see the details. Any prerequisites will be listed there.

- You can schedule a placement test here: [Placement Center Reservations](#)
- Or meet with an Ohlone College counselor if you have taken the prerequisite elsewhere. You can find the instructions here: [Process for Clearing Prerequisites](#)

Please note, you cannot schedule a placement test or meet with a counselor to request a prerequisite waiver until you receive your student ID number!

Step 8: Sign up for your classes **starting on your registration date**. For Spring 2019, your registration date is: **Monday, January 14, 2019.**

- This form does not guarantee a spot in your desired classes. You must register for yourself online.
- If a class is full, you can register for any open section of the same class. Dual high school students are not eligible to waitlist.
- You can only sign up for classes listed on your permission packet. If you register for a class you do not have permission to take, you will be dropped from that class.

Tip: If a class is full and you can't find another section to take, you can wait until the first day of class to late register. On the first class day, contact the instructor and request an Add Code. If seats open during late registration you may be able to add the class then.

Important Information for Dual Enrollment

10th to 12th Grade

1. Admissions Regulations

- Dual enrolled high school students may not register in more than 11 units for a Fall or Spring semester. K-12th grade students are exempt from paying the California Community College Enrollment Fee (\$46 per unit). For on campus classes, they are subject to a \$20 student health services fee, a \$5 online registration access fee, and a \$5 student activities fee. For online only courses, there is a \$5 online registration access fee only.
- Summer terms are short sessions and are limited to no more than 6 units. K-12th grade students are exempt from paying the California Community College Enrollment Fee (\$46 per unit). For on campus classes, they are subject to a \$17 student health services fee, a \$5 online registration access fee, and a \$5 student activities fee. For online only courses, there is a \$5 online registration access fee only.
- Dual students that register in more than the maximum allowable units for a term will be charged the full cost of tuition and all applicable fees for all classes.
- Dual high school students in the 10th to 12th grade may only enroll for courses that are CSU and/or UC transferable. Registration in physical education courses is not allowed. Only courses listed on the permission form can be registered. **Students enrolled in non-approved courses will be dropped from those classes.**
- The student is required to meet all prerequisites for any course prior to registration. Failure to meet the prerequisites for a class listed on the permission form will result in the inability to register for that class.
- Students who are not US citizens and do not enter their information on the application in a thorough manner, may be asked to provide additional information prior to registration. This is to ensure the college complies with all applicable federal and state regulations regarding enrollment eligibility.

2. Student Records

- Dual Enrollment is the first step in a student's college career. **Grades and units earned through the Dual Enrollment Program become a permanent part of the student's academic record and are reflected on the official transcript.** Grades and units earned can affect future applications for financial aid and college or university applications. Students should seek the guidance of their high school counselor and parent or guardian prior to registration.
- Parents and guardians should not contact instructors for information on a student's progress—students are expected to conduct their own business and to relay needful information to their parents/guardians.
- The college record for any student falls under the Federal Education Rights and Privacy Act (FERPA), even when that student is under 18 and attending college through a Dual program. Only the student or a person with a written and signed waiver may access the student's record. This includes registration information, schedules, grades, units, and any information that does not fall under the directory category. To review FERPA guidelines, go here: [FERPA](#)

You can find the release of information waiver here: [Release of Information Waiver](#)

*Please note that even with a tax return to show dependence, **a student signature will be required.***

3. Student Responsibilities

- Students must act on their own behalf—this includes but is not limited to completing their own online application and permission packet, contacting instructors, registering classes, maintaining their course schedule, and completing classwork for registered courses. They are required to abide by all college policies including the student code of conduct posted in the course schedule, catalog, and on the Ohlone website here: [Student Code of Conduct](#)
- No additional supervision is provided before, during, or after class. Parents or guardians are responsible for their student before and after class, and for all transportation needs.
- The community college is an adult learning environment and reflects a diverse community of learners. Discussion topics and course materials are generally designed for adult students and may not be appropriate to younger students. Course content will not be changed to accommodate minors.
- Students are responsible for their course books and materials. They must report to the first day of class with books and materials per the course syllabus and/or instructor. Students are expected to be aware of assignment deadlines, course tools, and other information made available by the instructor for completion of a class.
- Students are responsible for being aware of add and drop deadlines, the academic calendar, and other information contained on the Ohlone College website, the class schedule, and the course catalog.



Ohlone College Permission Form 10th-12th Grade Students

DEADLINE: January 7, 2019

REGISTRATION DATE: January 14, 2019

OFFICE USE ONLY

Student ID: _____

Prereqs Clear: _____

NON-App Course? _____

Processed By: _____

DATE STAMP

Student Information: to be completed by student (*blue or black ink only*)

Name: _____
LAST FIRST MI

Phone: _____ Email: _____

Date of Birth: _____ Grade Level: 10 11 12

High School: _____ Date Enrolled: _____

OpenCCC Apply ID: _____ OpenCCC Apply confirmation number : _____

Select Requested Courses:

Synonym Number <i>Example: 070262</i>	Class Section and Title <i>Example: ENGL 101B-01 Reading/Comp Intro to Lit</i> May not exceed 11 units	Units <i>Example: 3</i>	Office Use Only APPROVED: <input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>

Select Alternate Courses: Alternate courses can be registered if the choices above are closed or cancelled.

Synonym Number	Class Section and Title <i>Example: ENGL 101B-01 Reading/Comp Intro to Lit</i>	Units	Office Use Only <input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>

Student Agreement:

By signing this form, I acknowledge

I am in the 10th, 11th, or 12th grade.

I have read and understand the Instructions and Important Information for the Dual Enrollment Program.

I will abide by policies and enrollment conditions of the Dual Enrollment Program.

I will be earning college credit at Ohlone College, which will be part of my permanent academic record and may affect future applications for financial aid and transfer eligibility.

I understand that I **will be dropped** from courses that are not part of the approved selected courses or alternate courses on my permission packet.

It is my responsibility to register for courses and to drop them if I choose not to complete a class I have signed up for.

Student Signature: _____ **Date:** _____

Parent/Guardian Agreement:

By signing this form, I acknowledge

I grant permission to my child to enroll in the courses listed on this form.

I have read and understand the Instructions and Important Information for the Dual Enrollment Program.

I understand that in accordance with the Federal Education Rights and Privacy Act and the California Education Code *Section 49061*, I will not have access to the student's record without a signed release of information waiver or court order.

I understand that there is no extra supervision provided to minors before, during, or after class. I am responsible for providing transportation and ensuring my children are appropriately supervised before and after class.

I understand that students attending classes on the college campus must comply with all policies of the district.

I understand that Ohlone College is an adult learning environment and that as such, discussion topics and course materials are designed for adult students and may not be appropriate for younger students.

Parent/Guardian Signature: _____ **Date:** _____

High School Approval:

As Principal or Designee, I certify that the student demonstrates adequate preparation for the course(s) above and would benefit from advanced scholastic education and have availed themselves of all opportunities to enroll in an equivalent course at their district of attendance. In addition, I certify that no more than 5 percent of the total number of students per grade level shall be recommended for enrollment at Ohlone College. *Pursuant to Ed Code Sections 48800 and 76001.*

K-12 Principal/Designee Name: _____ Phone: _____

K-12 Principal/Designee Signature: _____ Date: _____

Ohlone College Student Health Center Form

Office Use Only

Student ID: _____

Parent/Guardian Authorization Form for Minors

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

The clinic is supervised by a physician and a nurse practitioner is on duty during the fall and spring semesters. You can find the clinic hours here: [Ohlone Health Center Clinic Hours](#)

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 or Advil as needed. This authorization will permit your minor child to avail themselves of 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 the students are minors.

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

Student's Name (print): _____ Student's Date of Birth: _____

Name of School: _____ City: _____

Please Note:

This area must be complete. Provide all known medical issues or check the NO box.

Incomplete forms will not be accepted.

As the parent or guardian, do you know of any medical issues we should be aware of for this student?

(heart disease, mental disorder, allergy to medications, etc)

Yes (provide details below)

No

Parent/Guardian Print Name: _____

Home Address: _____
Number and Street Name City State Zip Code

Mailing Address: *(if different)* _____
Number and Street Name/PO Box City State Zip Code

Parent Email: _____

Parent Phone: () - () -
Primary Alternate

Parent/Guardian Signature: _____ Date: _____

Please Note:

- This declaration does not affect the rights of minor's parent 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 further inquiry or investigation.
- This affidavit is not valid for more than one year after the date on which it is executed.