

FULLERTON COLLEGE
ADMISSIONS AND RECORDS

321 E. Chapman Ave · Fullerton, CA 92832-2095 · (714) 905-5162
www.fullcoll.edu

BEFORE APPLYING FOR ADMISSION, PLEASE NOTE THE FOLLOWING:

- F-1 students are not eligible to enroll as a Special Admit student.
- F-2 students may be eligible to enroll as a Special Admit student. Please contact the International Student Center for more information <http://isc.fullcoll.edu>.
- Special Admit students may not be enrolled in ESL, English or Reading courses below 100 level or Math courses below 40 level.
- Part-time Special Admit students are required to pay the Health fee.
- Full-time Special Admit students are required to pay the Health fee and enrollment fees.

CHECK LIST TO ENROLL AS A SPECIAL ADMIT STUDENT

ENROLLMENT PROCESS:

Step #1 Apply for admission - www.fullcoll.edu.

Step #2 Download and complete the Petition to Enroll as a Special Admit Student.

Step #3 Complete Parts I – VII of the Petition to Enroll as a Special Admit Student in the order of appearance.

- Part I** **Student Information:** Complete and sign.
- Part II** **School Principal Sign-off Recommendation:** For spring or fall.
- Part III** **School Principal Sign-off Recommendation:** For summer school only.
- Part IV** **Parent/Guardian Consent:** Read and sign.
- Part V** **Counseling Department Clearance:** Obtain clearance from Fullerton College Counseling Department.
- Part VI** **Special K-8 Part-time Student Division Dean Approval:** Complete if applicable.
- Part VII** **College President Approval:** Complete if applicable.
- Complete the “Permission to Treat a Minor” form and return to Health Services. Return completed petition to the Admissions and Records Office.**

Step #4 Prerequisite Clearance – all courses with prerequisites must be cleared by the Counseling Department and/or Admissions and Records prior to registration.

Step #5 Register for recommended classes through “myGateway”.

Step #6 Pay all applicable fees.

YOU ARE NOT OFFICIALLY ENROLLED UNTIL YOU HAVE FOLLOWED THE ABOVE PROCESS.

SPECIAL NOTE:

Parental Advisory:

It is the parent or guardian’s responsibility to make arrangements for a Special Admit student to be picked up from class/school in an emergency situation, class cancellation or if the class is dismissed early for unforeseen circumstance.



Fullerton College
Excellence. Elevated.

321 East Chapman Avenue
Fullerton, CA 92832-2095
www.fullcoll.edu



9200 Valley View Street
Cypress, CA 90630
<http://CypressCollege.edu>

Special Admit Students

(Formerly called the Bridge Program)

Concurrent Enrollment of Pupils in K-12 & Community College

Designed primarily though not exclusively for junior & senior high school students seeking an enrichment opportunity in advanced scholastic or vocational work at Fullerton College or Cypress College



North Orange County Community College District

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The North Orange County Community College District, in compliance with all applicable Federal and State laws, does not discriminate on the basis of race, color, national origin, ancestry, marital status, age, religion, disability, sex or sexual orientation in any of its policies, procedures or practices. The District is also committed to maintaining campuses that are free of harassment, drugs and alcohol. A copy of the District's full policy on non-discrimination, sexual harassment, sexual assault treatment and counseling, and maintenance of a drug-free environment is available in the District Human Resources Office.

Cypress College and Fullerton College offer K-12 students an opportunity to enroll in college courses as Special Admit Students. Enrollment is exclusively for advanced scholastic or vocational work.

(In compliance with the California Education Code Sections: 48800 - 48802, 76001 and 76300)

- **Advanced Scholastic Work** includes courses at the college level such as college calculus, chemistry, foreign languages, geology, computer sciences, geography, psychology, sociology, history, humanities, the arts, and appreciation courses. **These courses should not be available at the high school and may not be courses previously taken.**
- **Vocational Work** includes courses in a wide variety of occupational areas such as air conditioning, construction, drafting, photography, printing, refrigeration, fashion design and cinema radio-television. **These courses should not be available at the high school and may not be courses previously taken.**
- **Physical Education classes** will be limited to 10% Special Admit Student enrollment for each section.

How do I enroll?

- Complete and sign the Special Admit Student form. A new Special Admit Student form must be submitted each term.
- Complete a Cypress College or Fullerton College Application for Admission.
- **Complete MATRICULATION SERVICES ELIGIBILITY FORM and take to college counseling.**
- Take the Special Admit Student form to the Admissions Office at Cypress College or Fullerton College.
- When all parts are completed, the Admissions Office will review your application and required documents and will issue a permit to register.
- **F-1 students are not eligible to enroll as a Special Admit Student.**
- **F-2 students may be eligible to enroll as a Special Admit student. Please contact the International Student Center for more information <http://isc.fullcoll.edu>.**
- Individuals who are not enrolled in a public school (home school students, private school students, and persons under 18 years of age who are not enrolled in school) may be eligible to enroll. Such students must contact the office of the college president for petition information.

What credit is granted?

Courses taken as a Special Admit Student are recorded on the college permanent record as collegiate credit in the same manner as regularly enrolled college students. Credit may be given at the high school and may meet a graduation requirement. The student should consult with the high school counselor.

How many courses may I take?

Special Admit Students may enroll in up to 11 units per semester as a part-time student or enroll into 12 or more units as a full-time student.

May I take English, ESL, Math or Reading courses?

Special Admit Students may take college level English, ESL, Math or Reading courses. Such students must meet the catalog stated prerequisites, if any, or demonstrate the necessary skills to be successful in such college courses, as indicated through completion of placement tests required of all new students.

May I take Advanced Vocational Courses?

Special Admit Students may take advanced vocational classes if they meet the listed requirements/prerequisites in the Cypress College or Fullerton College Catalog.

What are the costs?

All Special Admit Students are responsible for all college fees, including lab, health, and parking fees, as well as the purchase of required textbooks for each course. Enrollment fees are waived for California resident Special Admit Students in grades K-12.

What are other requirements?

Special Admit Students are required to have a "**Permission To Treat a Minor**" form on file with the college Health Center prior to receiving health services (form is included in the packet).

College Policies:

Special Admit Students must adhere to all college policies on course requirements, attendance and any other applicable policies and procedures including Student Code of Conduct. **Students who enroll in classes other than those approved via this document may be dropped from those classes.** Student records are protected under the Family Educational Rights and Privacy Act (**FERPA**) and the Health Insurance Portability and Accountability Act (**HIPAA**). No one (including parents and high school officials) may access confidential information without a student's written permission.

**Petition to Enroll as a Special Admit Student
at Cypress College or Fullerton College**
(In compliance with the California Education Code Sections: 48800 - 48802, 76001 and 76300)

Part I - To be completed by Student (Required signatures **MUST** be obtained in sequence)

Please Print

Name: _____ Social Security Number: _____
Last First Middle

Address: _____ College Student I.D.#: _____

City: _____ Zip: _____ Telephone: (____) _____

Present School: _____ Current Grade Level: _____ Age: _____ Cumulative G.P.A. _____

When do you expect to graduate from High School? Month _____ Year _____ Email Address _____

____ 9-12 Enrolled in Public High School

____ K-8 Enrolled in Public School (Part VI)

____ 9-12 Enrolled in Private School, Home School,
and persons under 18 years of age who are not enrolled in
school (complete Part VII)

____ K-8 Enrolled in Private School, Home School,
and persons under 18 years of age who are not enrolled in school
(complete Part VI and VII) *K-8 Students skip Part II and III

I plan to enroll in Cypress College in the _____ Fall _____ Spring _____ Summer 20____

I plan to enroll in Fullerton College in the _____ Fall _____ Spring _____ Summer 20____

I understand and agree to follow all requirements as a Special Admit Student. I understand I may be dropped from any course for failure to meet program requirements.

Student's Signature: _____ Date: _____

Part II – To be completed by School Principal (Fall or Spring)

This pupil would benefit from advanced scholastic or vocational work at the College.

Please indicate: Part Time 1-11 Units Full Time 12-15 Units **School Board Approval** Yes No

Courses: _____
Title Course # Title Course #

Print Name and Title: _____ Telephone #: _____

Signature: _____ Date: _____

Part III – To be completed by School Principal (Summer Only)

This pupil would benefit from advanced scholastic or vocational work at the College. My signature confirms the recommendation and verifies that no more than 5% of each grade level of our students are participating as Special Admit Students.

(A) Demonstrates adequate preparation in the discipline to be studied.

(B) Exhausts all opportunities to enroll in the same or equivalent course, if any, at his or her school of attendance.

(C) School Board Approval.

Courses: _____
Title Course # Title Course #

Print Name and Title: _____ Telephone #: _____

Signature: _____ Date: _____

Part IV – Parent's Consent

I have reviewed the above and give my consent for my son/daughter named above to participate as a Special Admit Student at Cypress College or Fullerton College as indicated. I understand that I need to provide my son/daughter with a consent form for **medical treatment** and a copy of my driver's license for health care service. I understand that my son/daughter's records cannot be released to me without written consent. The Family Educational Rights and Privacy Act (FERPA) and the Health Insurance Portability and Accountability Act (HIPPA) affords students certain rights with respect to their education records. These rights include the right to inspect and review the student's education records within 45 days of the day the University receives a request for access. Students should submit to the registrar, dean, head of the academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect).

Parent or Guardian's Signature: _____ Date: _____

Part V – All students must complete MATRICULATION SERVICES ELIGIBILITY FORM and take to college counseling.

College Counselor's Signature: _____ Date: _____

Part VI - Special K-8 Part-time Student

Students in this population need to make an appointment with the respective Instructional Dean (see list below) to determine: (1) age appropriateness for the desired course, (2) completion of a specified grade level, (3) demonstrated eligibility for instruction using assessment methods and procedures established pursuant to Chapter 2 (commencing with Section 78210) of Part 48 and regulations adopted by the Board of Governors of the California Community Colleges.

Courses: _____

<i>Title</i>	<i>Course #</i>	<i>Title</i>	<i>Course #</i>
Dean's Signature (1) _____	_____	Division _____	Date _____
Dean's Signature (2) _____	_____	Division _____	Date _____

Part VII – Students enrolled in a Private School, Home School, and persons under 18 years of age who are not enrolled in school.

Courses: _____

<i>Title</i>	<i>Course #</i>	<i>Title</i>	<i>Course #</i>
College President's or Designee's Signature: _____	_____	Date: _____	_____

Fullerton College Divisions

Business & Computer Information Systems
Dean, Douglas Benoit
Phone: 714.992.7033

Counseling & Student Development
Dean, Lisa Campbell
Phone: 714.992.7085

Fine Arts
Interim Dean, John Tebay
Phone: 714.992.7035

Humanities
Dean, Dan Willoughby
Phone: 714.992.7037

Library Technology
Dean, Dani Wilson
Phone: 714.992.7040

Mathematics & Computer Sciences
Dean, Mark Greenhalgh
Phone: 714.992.7042

Natural Sciences
Dean, Richard Hartmann
Phone: 714.992.7044

Physical Education/Athletics
Dean, David Grossman
Phone: 714.992.7046

Social Sciences
Dean, Kathy Bakhit
Phone: 714.992.7048

Technology & Engineering
Dean, Kenneth Starkman
Phone: 714.992.7052

Cypress College Divisions

Business & Computer Information Systems
Dean, David Wassenaar
Phone: 714.484.7217

Fine Arts
Dean, Ting-Pi (Joyce) Carrigan
Phone: 714.484.7142

Health Science
Dean, John Sciacca
Phone: 714.484.7285

Language Arts
Dean, Eldon Young
Phone: 714.484.7177

Science/Engineering/Mathematics
Dean, Richard Fee
Phone: 714.484.7153

Social Science
Dean, Nina DeMarkey
Phone: 714.484.7185

Vocational
Dean, Steve Donley
Phone: 714.484.7231

Counseling & Student Development
Dean, Paul De Dios
Phone: 714.484.7334



FULLERTON COLLEGE

Health Services

To: Parents/Legal Guardians of Minor Students
From: Fullerton College Health Services
Re: "Permission to Treat a Minor" Form

Fullerton College Health Services provides first aid, emergency treatment, medical and psychological services to students enrolled in Fullerton College classes.

There is a legal requirement that Health Service has a signed "Permission to Treat a Minor" form from the parent or legal guardian if a student is under 18 years of age. In order to insure that the signature is valid, a copy of the signatory's driver license is required.

Please sign the attached form and make a copy of your driver license. Both documents should be dropped off at Health Services or mailed to:

Health Services
Fullerton College
321 E. Chapman Ave
Fullerton, CA 92832

Phone 714-992-7093 fax 714-992-9923
321 East Chapman Avenue Fullerton CA 92832-2095
North Orange County Community College District



FULLERTON COLLEGE

Health Services

PERMISSION TO TREAT A MINOR

I (parent/legal guardian) grant permission and authorize the administration of all diagnostic and therapeutic treatments that may be considered advisable or necessary in the judgment of the physician/nurse practitioner/nurse/psychologist at Fullerton College Health Services.

Minor's Printed Name

Minor's Signature

Date

Signature of Parent or Legal Guardian

Date

ATTACH COPY OF PARENT/GUARDIAN'S DRIVER LICENSE

Phone 714-992-7093 fax 714-992-9923
321 East Chapman Avenue Fullerton CA 92832-2095
North Orange County Community College District