

FULLERTON COLLEGE
ADMISSIONS AND RECORDS

321 E. Chapman Ave · Fullerton, CA 92832-2095 · (714) 992-7075
www.fullcoll.edu

BEFORE APPLYING FOR ADMISSION, PLEASE NOTE THE FOLLOWING:

- F-1 and F-2 Visa students are not eligible to enroll as a Special Admit student.
- Special Admit students may not be enrolled in ESL, English or Reading courses below 100 level or Math courses below 40 level.
- Special Admit students in K-8 are required to pay enrollment fees.
- Special Admit students are required to pay the Health fee.

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.

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

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

Special Admit Students

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 and F-2 Visa students are not eligible to enroll as a Special Admit Student.**
- 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 9-12.

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.

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: _____

Title _____ Course # _____ Title _____ Course # _____

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: _____

Title _____ Course # _____ Title _____ Course # _____

College President's or Designee's Signature: _____ Date: _____

Fullerton College Divisions

Business & Computer Information Systems

Dean, Ann Hovey

Phone: 714.992.7033

Counseling & Student Development

Dean, Lisa Campbell

Phone: 714.992.7085

Fine Arts

Dean, Robert Jensen

Phone: 714.992.7035

Humanities

Dean, Dan Willoughby

Phone: 714.992.7037

Library Technology

Dean, Jackie Boll

Phone: 714.992.7040

Mathematics & Computer Sciences

Dean, Mark Greenhalgh

Phone: 714.992.7042

Natural Sciences

Dean, Bruce Cordell

Phone: 714.992.7044

Physical Education/Athletics

Dean, Pete Snyder

Phone: 714.992.7046

Social Sciences

Dean, Daniel Tesar

Phone: 714.992.7048

Technology & Engineering

Dean, Scott McKenzie

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, Andrea Hannon

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



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



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 for the _____ semester/year.

Minor's Printed Name

Minor's Signature

Date

Signature of Parent or Legal Guardian

Date

**THIS CONSENT IS INVALID IF A COPY OF PARENT/
GUARDIAN'S DRIVER'S LICENSE I. D. IS NOT ATTACHED**

Phone 714-992-7093 fax 714-992-9923
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