

Fullerton College

Admissions & Records

321 E. Chapman Ave · Fullerton, CA 92832-2095

www.fullcoll.edu

BEFORE APPLYING FOR ADMISSION, PLEASE NOTE THE FOLLOWING:

- F-1 and F-2 students may be eligible to enroll as a Special Admit student but will be required to pay non-resident tuition.
- Special Admit students may not be enrolled in:
 - ESL courses below 100 level
 - Reading courses below 100 level
 - English courses below 100 level and
 - Comm 138
 - 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 A – G of the Petition to Enroll as a Special Admit Student

- ☐ **Part A** **Student Information:** Complete and sign.
- ☐ **Part B** **School Principal Sign-off Recommendation:** For spring or fall.
Personnel who is signing Part B must also have a Designated Signatory form on file with the Fullerton College Admissions & Records office.
- ☐ **Part C** **School Principal Sign-off Recommendation:** For summer school only.
Personnel who is signing Part C must also have a Designated Signatory form on file with the Fullerton Admissions & Records office.
- ☐ **Part D** **Parent/Guardian Consent:** Read and sign.
- ☐ **Part E** **Counseling Department Clearance:** Obtain clearance from Fullerton College Counseling Department.
- ☐ **Part F** **Special K-8 Part-time Student Division Dean Approval:** Complete if applicable.

- ☐ **Complete the “Permission to Treat a Minor” form and return to Health Services.**

Step #4 Prerequisite Clearance – all courses with prerequisites must be cleared the Counseling Department prior to registration.

Step #5 E-mail completed petition to the Admissions & Records Office at admissions@fullcoll.edu

Step #6 You will receive an email notification when you are cleared to register at your assigned appointment time via “myGateway”

Step #7 Pay all applicable fees after you register.

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

Parental Advisory:

It is the parent or guardian’s responsibility to make arrangements for a Special Admit student to be picked up in an emergency situation, class cancellation, or if the class is dismissed early for unforeseen circumstance (for classes that meet in person).



Fullerton College
Excellence. Elevated.

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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.



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.

Fullerton College offers 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 Fullerton College Application for Admission.
- Submit the Special Admit Student form to the Admissions Office at Fullerton College.
- When all parts are completed, the Admissions Office will review your application, required documents, and send an email notification to the student.
- **F-1 and F-2 students may be eligible to enroll as a Special Admit student but will be required to pay non-resident tuition.**
- 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.

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 Fullerton College Catalog.

What are the costs?

All Special Admit Students are responsible for all college fees, including lab fee, transportation fee, health fee, and parking fee, 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/participation, 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 Fullerton College
(In compliance with the California Education Code Sections: 48800 - 48802, 76001, & 76300)

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

Please Print

Name: _____ Date of Birth: _____
Last First Middle

Address: _____ College/CCC 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

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

____ K-8 Enrolled in Private School, Home School, and persons under
18 years of age who are not enrolled in school

I plan to enroll in Fullerton College in the ____ Fall ____ Winter/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 B – 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 C – 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 D – 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 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 E – All students must complete MATRICULATION SERVICES ELIGIBILITY FORM and take to college counseling.

College Counselor's Signature: _____ Date: _____

Part F - 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 _____

Fullerton College Divisions

Business & Computer Information Systems — Carlos Ayon — 714-992-7033 — <https://buscis.fullcoll.edu/>

Counseling & Student Development — Dr. Flor Huerta — 714-992-7085 — <https://counseling.fullcoll.edu/>

Fine Arts — Dr. Grant Linsell — 714-992-7035 — <https://finearts.fullcoll.edu/>

Humanities (Interim) — Jeanette Rodriguez — 714-992-7036 — <https://humanities.fullcoll.edu/>

Library/Learning Resources & Instructional Support — Dani Wilson — 714-992-7040 — <https://library.fullcoll.edu/>

Mathematics & Computer Sciences — Dr. Sam Foster — 714-992-7042 — <https://math.fullcoll.edu/>

Natural Sciences (Interim) — Angela Henderson — 714-992-7044 — <https://natsci.fullcoll.edu/>

Physical Education/Athletics — Dr. Beth Kelley — 714-992-7046 — <https://athletics.fullcoll.edu/>

Social Sciences — Dr. Jorge Gamboa — 714-992-7048 — <https://socsci.fullcoll.edu/>

Technology & Engineering — Ken Starkman — 714-992-7052 — <https://techeng.fullcoll.edu/>



CONSENT TO TREAT MINOR PATIENT

California law requires the consent of a parent or legal guardian for medical care of persons under eighteen (18) years of age who are not emancipated. If your dependent is not emancipated and is a student at Fullerton College, or attending a program at Fullerton College, the information below must be completed before treatment of your minor can begin. Check Semester Attending: Fall ☐ Spring ☐ Summer ☐

Patient Information

Last Name _____ First Name _____ Initial _____
Address _____ City _____ State _____ Zip _____
Phone _____ Student ID No.: _____ Date of Birth: _____

Parent or Legal Guardian Information

Name _____ Phone _____
Address _____ Mobile _____
City _____ State _____ Zip Code _____

Authorization

I, the above named Parent or Legal Guardian, certify that the patient named above is currently a minor for which I am legally responsible.

I further authorize the Student Health Services of Fullerton College, to provide medical care to my legal dependent, including but not limited to, diagnostic examinations and medical treatment.

I understand that once my dependent reaches the age of majority in the State of California, my consent for treatment is no longer required.

I understand that this Consent To Treat A Minor Patient is valid only at the Student Health Services of Fullerton College, and is not valid at other facilities, which may require a separate consent of their own.

By my signature, I acknowledge that I have read and understand this Consent to Treat A Minor Patient, and that any questions I have prior to signing can be answered by calling the Student Health Services of Fullerton College at 714-992-7093.

Signature of Parent or Legal Guardian

Date

Printed Name

Relationship to patient