



ORANGE COAST COLLEGE
CONCURRENT ENROLLMENT FORM

The following 9th-12th grade student requests permission to enroll at Orange Coast College for "advanced scholastic or vocational coursework" not available at their high school. Please complete, sign, and email this form to Dual Enrollment at dualenrollment@occ.cccd.edu for each term you would like to enroll. Admission and enrollment are contingent upon meeting the requirements of the California Education Code, Section 48800, as determined by the high school and college.

Note: Students must Apply to OCC and receive a Coast District (OCC/GWC/CC) Student ID number/email PRIOR to submitting this form. Use black ink only. All signatures must be handwritten, NOT typed. ALL FIELDS BELOW ARE REQUIRED.

ENROLLMENT PERIOD <i>Select ONE Term</i>	Fall	Winter/Spring	Summer	Year: _____
STUDENT INFORMATION				
Last Name	First Name	Middle Name		
Date of Birth <i>mm/dd/yyyy</i>	Current H.S. Grade Level	Expected H.S. Graduation Date	Personal Email Address	
Street Address	City	State	ZIP Code	Mobile Phone #
Coast District Student ID# <i>CO#####</i>	Coast District Student Email <i>username@student.cccd.edu</i>	Student Signature I have read, understand, and agree to requirements/policies as stated within this form.	Date	
I, the student, have verified that my parent/guardian has submitted the one-time parent permission form online . <input type="checkbox"/> YES <input type="checkbox"/> NO <i>Check the box if "YES," have your parent or guardian fill out the form at the link above if "NO." (URL: https://crm.cccd.edu/register/occ-deparentconsent)</i> <i>Please note: parental or guardian permission for enrollment, once provided, will apply to all subsequent enrollments unless parental or guardian consent is withdrawn in writing.</i>				
PRINCIPAL'S RECOMMENDATION(S) I certify that I am the designee from the below listed institution who is either the school's principal or I have been authorized by the principal to sign on their behalf, that the student listed above has demonstrated sufficient preparation for college-level coursework, and I recommend Orange Coast College to allow this student to enroll in the approved courses below. I further agree with the terms in the "Principal's Certification" that appear herein.				
EXAMPLE: Course #0	Subject/Number: ENGL A100	Title: Freshman Composition	Units #: 3.0	
Course #1: Subject/Number:	Title: _____			Units #: _____
Course #2: Subject/Number:	Title: _____			Units #: _____
Course #3: Subject/Number:	Title: _____			Units #: _____
Course #4: Subject/Number:	Title: _____			Units #: _____
Course #5: Subject/Number:	Title: _____			Units #: _____
High School Name	Complete Address, Street, City, State, ZIP Code			
School Official's Email	School Official's Phone Number			
Name & Title of School Official (Please Print)	School Official's Signature	Date		

CONCURRENT ENROLLMENT REQUIREMENTS

PLEASE COMPLETE THE FOLLOWING STEPS TO ENROLL:

STEP 1 – APPLY FOR ADMISSION – You need to apply online ([via the OCC website](#)) for the first semester you plan to attend. You do not need to re-apply in future semesters unless you skip 2 primary semesters or will be graduating from high school to attend as a first-time college student.

STEP 2 – COMPLETE THE ONE-TIME PARENT/GUARDIAN SIGNATURE – Be sure to have your parent/legal guardian complete the one-time permission form to allow you to take college courses. This one-time permission includes CCAP courses AND non-CCAP courses and is the only step that is not required to be repeated each semester.

STEP 3 – COMPLETE THE CONCURRENT ENROLLMENT FORM (this form) – Complete this form after you are admitted and have received your Coast District Student ID Number/Email. Be sure that you have checked whether your course(s) require any co-requisites; if so, those courses must also be listed on the form. Ensure your parent or guardian has given their one-time permission and have your high school administrator complete the "Principal's Recommendations Section." Then email this form to dualenrollment@occ.cccd.edu. Once this form has been received and processed, Dual Enrollment will post permission to take the course(s) listed on this form so that you may register on or after your registration date and time. You will be notified by email when the form is processed. This form is for OCC classes only. If you want to take courses at Coastline College or Golden West College, you will need to complete forms for those colleges separately.

STEP 4 – REGISTER FOR THE COURSE(S) & PAY YOUR FEES – You may register for the course(s) for which you have been approved, anytime on or after the registration date/time listed for you in MyCoast. You must meet all course pre-requisites. After you register, you are responsible to pay your semester fees. If the course(s) you are approved for is closed, you may petition the course(s) by attending the first-class meeting and requesting an "Add Permit" from the instructor (follow the instructions to register on the permit).

IMPORTANT INFORMATION FOR YOUR SUCCESS AT ORANGE COAST COLLEGE

1. TRANSCRIPTS - Enrollment at Orange Coast College creates an official college transcript, which is released only at the request and signature of the student regardless of the student's age. Students are fully responsible for their academic and financial record after they have registered at Orange Coast College. Grades are available about 10 business days after the semester ends. Students may access their grades via the MyCoast portal. Official transcripts may be ordered during the last 2 weeks of the semester (make sure to check the hold pending final grades box) and are processed in the order received once grades are available.

2. FEES - Students enrolled in Concurrent Enrollment and classified as California residents under Title V Education Code, do not pay the per unit enrollment fee. However, Concurrent Enrollment students are charged the Health Fee, College Service Charge, Student Representation Fee, and any material fees if applicable. Additionally, Orange Coast College shall charge a tuition fee to nonresident students who hold F1/F2 visas. F1/F2 students are not exempted from nonresident tuition/enrollment fees. Please see our webpage for the most updated [Enrollment Fees](#). All concurrent enrollment students are responsible for the cost of any textbooks, materials, and supplies.

3. DROPPING A CLASS - If you decide not to attend, official withdrawal from the course is **your** responsibility. There are specific deadlines for fee obligation, refunds, "W" grades, and letter grades. Please check your Student Class Program (Web Schedule Bill) via your MyCoast portal page.

4. FIRST DAY OF CLASS - You must attend the first-class meeting or risk being replaced by another student at the discretion of the professor. A one-semester College course typically covers the content of a full-year high school course. OCC students are expected to regularly attend class and study a minimum of two hours outside of class for each hour of classroom instruction.

5. CANCELLED CLASS - If the instructor is ill, an individual class session may be cancelled at short notice. Therefore, you should have alternative arrangements for transportation in the event this happens.

6. ACCOMMODATIONS - If you have an IEP and are receiving services at your high school, and would like to request accommodations at OCC, please contact the OCC Accessibility Resource Center (ARC) office and complete an application.

Adult Learning Environment: OCC offers an adult learning environment that includes student access to library resources and other services on campus. Parents and students are requested to select appropriate classes, subject to college policy and procedures. The high school and the College determine who may enroll, based on their judgment of the applicant's eligibility. The College has the right and responsibility to restrict enrollment for reasons of health and safety, appropriateness of the course, preparedness of the student, availability, registration priority, and College policy. Minimum school day attendance at the student's regular school is required by law.

Rules and Regulations: Students are responsible for all rules and regulations at OCC and are expected to read the admissions and registration instructions in the current OCC [Class Schedule](#), [Catalog](#), and [College Website](#).

Grades and Drops: It is the student's responsibility to drop a course they have been registered for if they need to. Deadlines to drop classes are posted on the course description in the Searchable Class Schedule on the OCC website and on your Student Class Program (Web Schedule Bill) via MyCoast portal. These dates and deadlines are final and cannot be extended. By signing, you agree to the mandated dates and deadlines for any courses you decide to take in the future for dual or concurrent enrollment. For convenience, students who need to drop a course are encouraged to do so using their MyCoast portal. Otherwise, they will need to come to the Orange Coast College Enrollment Center. Students who withdraw prior to the final withdrawal deadline will receive a "W" mark, which will appear on their permanent academic transcript and will be used in determining a student's academic standing. Students who are still enrolled in a college course on the "Census Date" will receive a grade for the course on their college transcript. Students may have a Pass/Not Pass grade option available to them, depending on the course; selecting this option can affect transfer credit and should be selected under advisement of an OCC counselor.

Grades earned at Orange Coast College are part of a student's permanent college record. These records may be transferred to four-year universities as official college work and will be considered for financial aid and NCAA eligibility purposes. Students are advised to take their performance in these college classes seriously.

IMPORTANT INFORMATION FOR STUDENTS & PARENTS/GUARDIANS

The following information is relevant for all parents and/or guardians of any Orange Coast College (OCC) student regardless of the student's age. This information pertains to students in both CCAP and concurrent enrollment. Upon admission, your student will officially be enrolled in an institution of higher education, and as a result, your student will be protected by the Family Educational Rights and Privacy Act (FERPA) of 1974. Below are answers to common questions about taking college courses while students are still enrolled in high school.

What does it mean to be protected by the Family Educational Rights and Privacy Act (FERPA) of 1974? When a student reaches the age of 18 or begins attending a post-secondary institution, regardless of age, FERPA rights are transferred from the parent/guardian to the student. Students must act on their own behalf. Parents, guardians, relatives, or friends of OCC students are not permitted to enroll, drop, or add classes on behalf of the student. The same applies to requesting transcripts or grade verifications.

Does a student's parent/legal guardian have access to their student's academic records? Under Section 49061 of the Education Code, parents/guardians of community college students do not have a right to access their children's student records, regardless of whether the student is under the age of 18. In accordance with this regulation, students' college records will be released to parents/guardians only with the written consent of the student. Parents may contact the Orange Coast College Admissions and Records Office at (714) 432-5072 for more information.

What if a parent/legal guardian would like to access their student's account and/or process transactions on behalf of their student? College officials may only assist the student with access to his/her account, which contains records covered under FERPA (Family Educational Rights and Privacy Act). Students at OCC are expected to act on their own behalf. Parents, guardians, relatives, or friends of OCC students are not permitted to enroll, drop, or add classes on behalf of the student.

Can a student's parent/legal guardian contact their student's instructor regarding course content, assignments and/or grading policy? Dual & Concurrent Enrollment students are enrolled in a college course, and it is important to understand that instructors prefer to work directly with students, as opposed to the type of parent/guardian interactions that are more common at the high school level. Under FERPA (Family Educational Rights and Privacy Act), instructors are not authorized to discuss student performance or other student-related issues with parents/guardians. Since the community college environment addresses the learning needs of adults, there are some concerns to consider when enrolling in courses at OCC such as: the possibility of controversial content of courses, the maturity level of minor students, and the ability to learn the content and perform at an equivalent level to the adults in the classroom. The faculty establish a syllabus for each course, including the course content or objectives, assignments, a general guide to its pacing and information about how grades will be determined. Once a student receives the syllabus for the course from the instructor and the student decides to remain enrolled in the course, the syllabus becomes the contract between the student and teacher.

Can a student's parent/legal guardian request a grade progress report from their student's instructor? Under FERPA (Family Educational Rights and Privacy Act), instructors are not authorized to discuss student performance or other student-related issues with

parents/guardians, including progress or grades.

Who is responsible for registering for OCC courses? For non-CCAP or Concurrent courses, it is the student's responsibility to log into their MyCoast student portal to register for course(s). It is the student's responsibility to register for the course(s) through their MyCoast student portal in accordance with all college deadlines.

Can a parent/guardian revoke their consent for their students to take dual or concurrent enrollment courses? Yes.

Parent/guardian consent is submitted electronically through a separate form, linked on the first page of this document. If a parent/guardian later decides they no longer wish to permit their student to take college courses, they may revoke their consent in writing by emailing dualenrollment@occ.cccd.edu.

PRINCIPAL'S CERTIFICATION

Section 1. Section 48800 of the Education Code: 48800. (a) The governing board of a school district may determine which pupils would benefit from advanced scholastic or vocational work. The intent of this section is to provide educational enrichment opportunities for a limited number of eligible pupils, rather than to reduce current course requirements of elementary and secondary schools. The governing board may authorize those pupils, upon recommendation of the principal of the pupil's school of attendance, and with parental consent, to attend a community college during any session or term as special part-time or full-time students and to undertake one or more courses of instruction offered at the community college level. (b) If the governing board denies a request for a special part-time or full-time enrollment at a community college for any session or term for a pupil who is identified as highly gifted, the board shall issue its written recommendation and the reasons for the denial within 60 days. The written recommendation and denial shall be issued at the next regularly scheduled board meeting that falls at least 30 days after the request has been submitted. (c) The students shall receive credit for community college courses that they complete at the level determined appropriate by the school district and community college district governing boards. (d) The principal of a school may only recommend a pupil for community college summer sessions if that pupil meets all the following criteria: (1) Demonstrates adequate preparation in the discipline to be studied. (2) Exhausts all opportunities to enroll in an equivalent course, if any, at his or her school of attendance. (3) For any particular grade level, a principal may not recommend for community college summer session attendance more than 5 percent of the total number of pupils who completed that grade immediately prior to the time of recommendation. (4) Notwithstanding Article 3 (commencing with Section 33050) of Chapter 1 of Part 20, compliance with this subdivision may not be waived.

Section 2. Section 48800.5 of the Education Code: 48800.5 (a) A parent or guardian of a pupil, regardless of the pupil's age or class level, may petition the governing board of the school district in which the pupil is enrolled to authorize the attendance of the pupil at a community college as a special full-time student on the ground that the pupil would benefit from advanced scholastic or vocational work that would thereby be available. If the governing board denies the petition, the pupil's parent or guardian may file an appeal with the county board of education, which shall render a final decision on the petition in writing within 30 days. (b) A pupil who attends a community college as a special full-time student pursuant to this section is exempt from compulsory school attendance under Chapter 2 (commencing with Section 46100) of Part 26. (c) A parent or guardian of a pupil who is not enrolled in a public school may directly petition the president of any community college to authorize the attendance of the pupil at the community college as a special part-time or full-time student on the ground that the pupil would benefit from advanced scholastic or vocational work that would thereby be available. (d) Any pupil authorized to attend a community college as a special full-time student shall, nevertheless, be required to undertake courses of instruction of a scope and duration sufficient to satisfy the requirements of law. (e) For purposes of allowances and apportionments from the State School Fund, a community college shall be credited with additional units of average daily attendance attributable to the attendance of special full-time students at the community college.

Section 3. Section 48802 of the Education Code: 48802. (a) For purposes of allowances and apportionments from Section B of the State School Fund, a community college shall be credited with additional units of average daily attendance attributable to the attendance of pupils at the community college as special part-time students pursuant to this article and as set forth in Section 76002. (b) A school district whose pupils attend a community college as special part-time students pursuant to this article shall, for purposes of allowances and apportionments from Section A of the State School Fund, continue to receive credit for attendance by those pupils computed in the manner prescribed by law, and a pupil's attendance at school for the minimum school day shall be deemed a day of attendance for purposes of making the computation.

Section 4. Ed Code 52620: The governing board of a school district overseeing an adult education program or the governing board of a community college district overseeing a noncredit program may authorize a student pursuing a high school diploma or a high school equivalency certificate, upon recommendation of the administrator of the student's adult school or noncredit program of attendance, to attend a community college during any session or term as a special part-time student, and the community college district shall be

credited or reimbursed pursuant to Section 48802 or 76002, provided that no school district has received reimbursement for the same instructional activity. The intent of this section is to better facilitate streamlined enrollment in collocated credit college courses on adult education and noncredit program sites and to help ensure a smoother transition from secondary education to college for adult high school equivalency students by providing them with greater exposure to the collegiate atmosphere.