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SPECIAL ADMISSION ADMINISTRATIVE PROCEDURES  
ADOPTED: JANUARY 12, 1987  
REVISED: NOVEMBER 14, 1995  
REVISED: NOVEMBER 14, 2000  
REVISED: DECEMBER 3, 2008  
REVISED: JANUARY 13, 2009

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I. General Guidelines for High School Concurrent Enrollment

The purpose of the Santa Rosa Junior College special admission policy is to provide scholastic or vocational opportunities for a limited number of eligible pupils from K-12 districts or private schools. In order to participate, formal authorization and agreement from the school district of attendance must be on file with the President's Office of SRJC. Students shall receive credit for completed work in the same manner as regular community college students, or at the level determined to be appropriate by either school district or college district officials.

II. Enrollment Eligibility and Requirements

- A. Students must complete the Concurrent Enrollment program Request Form according to announced deadlines. This application shall include the signed consent of the parent, or legal guardian, and approval of courses by high school counselor and signed consent of the school principal, or official designee. Eligible students must meet all College academic standards and prerequisite requirements.
- B. Parental consent for the emergency health treatment of minors must be on file with the SRJC Student Health Center.
- C. In certain cases students may be required to complete specific assessment tests for purposes of determining enrollment eligibility, course placement or general advisement.
- D. In certain cases students may be required to meet with a College official to determine enrollment eligibility, course placement or general advisement as long as such procedures do not establish enrollment criteria different than those applied to other college students.
- E. In all cases, eligibility for enrollment is subject to the judgment of the Superintendent/President, or designee, that the student can benefit from the College's advanced scholastic or vocational programs.

III. Special Admissions Enrollment Status

- A. Part-time students may be admitted who are concurrently enrolled in a public or private secondary school. The school principal, or counselor, will authorize the specific courses that the student will enroll in, and indicate whether they are intended for college or secondary school credit.
- B. Full-time students may be admitted if so authorized to attend community college by the governing board of the school district in which the student is enrolled, and if such admission conforms with the eligibility requirements deemed appropriate by the college Superintendent/President, or designee. If a full-time applicant is not enrolled in a public or private school, the parents may directly petition the College for admission.
- C. Summer Session students may be admitted if they have demonstrated adequate preparation and have availed themselves of all opportunities to enroll in equivalent courses at their school of

attendance. This must be certified by the school principal on the special admission application for summer session.

IV. Curriculum/Program Eligibility

- A. Any program designated impacted shall be excluded from special admission eligibility. The College will announce excluded programs.
- B. Each College department will determine if certain courses are not appropriate for special admission students in general, or specific categories of special students, such as minors below the age of 16 years. The list of excluded courses will be available at registration.
- C. The College reserves the right to restrict enrollment in any given academic term for any class that it deems inappropriate for health, safety, seat occupancy, or other substantive reasons.