



High School Enrichment (Non-CCAP) Registration Instructions

FRESNO • REEDLEY • MADERA • OAKHURST • CLOVIS

The procedures for applying to the **HIGH SCHOOL ENRICHMENT (Non-CCAP)** are listed below:

1. The intent of this program is to provide opportunities for students in high school. Students must have exhausted all opportunities to enroll in an equivalent course at their high school.
2. High School Enrichment (Non-CCAP) students are **provisional** students during each semester of attendance.
3. Not all courses listed in the college catalog are available to HSE students. **Generally, courses of a remedial nature, courses for which failing grades were earned, and courses required for High School graduation may not meet the intent and spirit of the program.** HSE Program students must spend a minimum day of 180 minutes on the high school campus. The HSE application includes a place for the high school to verify that the minimum day requirement is being met. The application will also include the specific course which the high school is authorizing for each student. The unit limit for High School Enrichment students is a maximum of 11 units per semester with high school approval.
4. A complete application consists of a SCCC Dual/Enrichment Online Application, the HSE (Non-CCAP) enrollment form (one time) and HSE (Non-CCAP) registration form with all required signatures. The HSE (Non-CCAP) packet must be provided each semester the student plans to attend. Your high school counselor must assist you in your selection of requested course(s). We are unable to process incomplete packets and it is the student's responsibility to ensure the application is complete.
Note: If you are requesting a course requiring a prerequisite, avoid delays in processing by attaching an unofficial copy of your high school transcript to your packet. Otherwise, your transcripts will be requested from your high school, which will delay processing, review and enrollment.
5. HSE (Non-CCAP) registration begins on the first day of open enrollment for the semester (the date for open enrollment may be found in the schedule of classes for the semester you wish to enroll in). Contact the counseling office of the campus you plan to attend for additional questions.
 - ❖ Fresno City College (559) 442-8252 or hse.enroll@fresnocitycollege.edu
 - ❖ Reedley College (559) 494-3505 or rcearlycollege@reedleycollege.edu
 - ❖ Clovis Community College (559) 325-5230 or enrichment@cloviscollege.edu
 - ❖ Madera Community College (559) 675-4160 or dualenrollment@maderacollege.edu
6. OPTIONAL: Note under Section 49061 of the Education Code, my college records will not be released to anyone without my written consent. (Family Educational Rights and Privacy Act [FERPA]. Authorization to release Student Information form may be obtained at Admissions & Records. Forms can be submitted through your official school email only.



High School Enrichment (Non-CCAP) Appeal Process

The following requirements apply to:

- Students who have received a “D”, “F”, “Incomplete”, or “NP” grade in a prior college enrichment course.

Appeal Requirements:

- SCCCD High School Enrichment (Non-CCAP) Form & active SCCCD Admissions Application (online).
- Letter of recommendation from high school principal or designee and counselor on school letterhead addressing specifically how the student has demonstrated adequate preparation and how the student has exhausted all opportunities for the course at his or her school of attendance.
- Letter from parent addressing how class benefits the student and addressing safety and transportation issues.
- Check with your campus for the appropriate documents required.



High School Enrichment (Non-CCAP) Registration Form

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Step 1: STUDENT INFORMATION

Name: _____ Birth Date: _____ College ID #: _____
 Address: _____ City: _____ State: _____ Zip: _____
 Phone: _____ Email: _____ HS Grad Year: _____
 High School: _____ Grade Level when class starts: _____ School Year 20 _____

This approval form for the following: _____ Term: _____ College Campus: _____

Step 2: HIGH SCHOOL APPROVAL (11-unit limit)

	Course #	Course Title	Units
EX	12345	ENGL-1A	4
1.			
2.			

	Course #	Course Title	Units
3.			
4.			

Accommodations for students with disabilities are by regulation different for college classes than for high school classes. If you are a student with a documented disability (i.e., IEP, 504 plan, etc.) and/or you would like to know about accommodations available for the college course for which you are enrolling, please contact Disabled Student Programs and Services (DSP&S) at 325-5050 (Clovis Community College), 442-8237 (Fresno City College), 494-3032 (Reedley College), or 675-4864 (Madera Community College).

High School Principal or designee/Counselor - *by signing below you acknowledge the following:*

- I have reviewed the academic record of the above-named student and certify that the student demonstrates adequate preparation in the course(s) listed and can benefit from advanced scholastic education. (Education Code 48800 (a))
- SUMMER ONLY: I certify that I am limiting the number of recommendations to no more than five percent of the total number of pupils who completed the grade immediately prior to the time of the recommendation for summer session. (Education Code 48800 (d))
- Homeschool students only: Must provide verification of approval from local high school district or California Department of Education.

High School Principal/Designee Signature: _____

Print Name: _____

High School Counselor Signature: _____

Print Name: _____

Date: _____

Contact Phone: _____

College Counselor Signature: _____

Print Name: _____

College Vice President Signature (if needed): _____

Print Name: _____

For Office Use Only

Verified by A & R :

Application

Signatures

Registered

STMC

SPRO/.HS Program

ASTR

Date Entered: _____

By: _____

Step 3: STUDENT AGREEMENT

By signing below, you acknowledge you have read and understand the following:

- All SCCC High School Enrichment (Non-CCAP) students are responsible for complying with the rules and regulations of the college as published in the FCC/RC/CCC/MCC catalog(s) and schedule(s) of classes. Please review these rules and regulations with your parent or guardian to ensure you have a successful experience.
- **Grades: By participating in a high school enrichment course, you are creating a college transcript.** The grade(s) you earn in your SCCC class(es) will become a part of your official college academic record.
- Students participating in high school enrichment must make satisfactory academic progress (minimum cumulative GPA of 2.0 and completion of 51% of courses attempted) to maintain eligibility for financial aid when they begin college as a post graduate student (after high school graduation).
- I understand that under Section 49061 of the Education Code, my college records will not be released to anyone without my written consent. (Family Educational Rights and Privacy Act [FERPA]). Authorization to Release Student Information form may be obtained at Admissions & Records.
- I understand there is an 11-unit limit per semester with the approval from my high school.
- **Students with Disabilities Accommodations:** I have read the statement regarding accommodations on the reverse side.

Please note: The College has the right to restrict enrollment for reasons of health and safety, preparedness of the student, availability, and college board policy. (References- California Education Code: Sections 48800-48802, 76001, 76300)

Student Signature:

Print Name:

Date: