

Concurrent enrollment allows K-12 students the opportunity to enroll in advanced scholastic college courses at Citrus College. Please review the Information, and Requirements page for detailed information on requirements to participate in the program.

## **Application Process**

### **Step 1. Apply to Citrus College**

New students must [apply online](#) (Select “Step 1 Create an Account and Apply” under the Admissions and Registration steps to Apply and Register on the college website). Students who have not enrolled at Citrus College in the previous two terms must submit a new application. Continuing K-12 students are not required to submit a new application unless they are graduating, and meet the criteria to enroll as a first-time college student.

### **Step 2. Receive Welcome Email**

Check the email you used to submit your application for the Welcome Email that contains your student ID number, and Citrus College email account. Students must activate their Citrus College email in order to receive information regarding registration, class information, and any other college communication. Information on access to networks and Email can be located on the [Technology, Computer Services webpage](#).

### **Step 3. Submit Concurrent Enrollment Packet**

Students must submit the Concurrent Enrollment Packet (Information and Requirements form and the Concurrent Enrollment Authorization Form) for each term they wish to enroll. Students enrolled in a Home Study Program must provide proof that the Home Study Program is registered with the State of California. In addition, K-10 students must submit:

- Official K-12 school transcript
- Recommendation letter from K-12 principal

### **Step 4. Clear Prerequisites, Co-requisites and Other Registration Restrictions**

Students must clear prerequisites, co-requisites, and other class restrictions before registering for courses. Placement into English and math will be based on self-reported high school GPA on the application and the last math course completed in high school with a C- or better. Meet with a Citrus College counselor if you have questions. Course descriptions can be found in the college catalog for additional information on prerequisites.

### **Step 5. Register for Classes**

All students are assigned a registration appointment date on [WingSpan](#). There is a YouTube video on [how to view your registration appointment](#). Students can register online in [WingSpan](#) on their registration date, or thereafter. Students who experience technical issues logging into email, WingSpan, wireless access, or [Canvas](#) should review the [Student Login Guide](#). There are also YouTube videos on [how to search the class schedule](#) and [how to register for classes](#).

## **Recommended Deadlines**

Registration ends prior to the start of each semester. Because classes fill quickly, students are encouraged to apply, and submit the Concurrent Enrollment Authorization Form to Admissions and Records by these deadlines:

- Summer and Fall: April 25
- Winter and Spring: October 25

Student Name \_\_\_\_\_ Student ID \_\_\_\_\_

### General Information

1. Before deciding to enroll at Citrus College, students should meet with their K-12 counselor and review course offerings in the Schedule of Classes and the Citrus College Catalog noting dates, prerequisites, location and times of classes.
2. Students are responsible for registering into their classes online prior to the start of classes.
3. All college coursework and grades become a permanent part of the student's official college academic history and transcript. Poor grades have a far-reaching effect on future entrance to a college or university of choice, scholarships, financial aid awards, etc.
4. Applying for concurrent enrollment does not guarantee a seat in a class. By law, priority is given to college students.
5. Students must abide by the Student Code of Conduct, and are subject to the Student Disciplinary Policy. All disciplinary incidents become a part of the student's discipline history.
6. College students are protected by the Family Education Rights and Privacy Act (FERPA). Neither the parent, family member, nor a representative from the student's school may inquire about the student, or obtain information on the student's academic performance, enrollment, or attendance without the expressed written consent of the student regardless of the student's age.
7. Instructors cannot inform parents when classes are cancelled, or when the class ends early. Instructors cannot keep students company while they wait to be picked up. Instructors will not discuss a student's performance with a parent.
8. Students not attending the first day **may be dropped from the class**. Regular attendance is required, but not monitored. Citrus College will not call a parent or guardian if a student is absent, nor will the college verify attendance.
9. Courses may include frank discussions on sensitive topics. Audio-visual presentations may be graphic in their content.
10. Students may access pregnancy related services, HIV testing, and condoms through the Health Center.
11. Group work or class presentations may be expected in class. If required, these activities will be required of all students, regardless of age.
12. Students must request Citrus College transcripts if the student's K-12 school requires transcripts to award credit for the course(s).
13. Classes are taught at the college level - students must ensure that their maturity level and academic preparation is appropriate to the level of the class they enroll in. Students are expected to participate in all course activities, including field trips.
14. Only the enrollment fee of \$46 per unit enrollment is waived for special part-time K-12 students who registered in fewer than 12 units.

### Requirements

15. Enrollment for 11<sup>th</sup> and 12<sup>th</sup> graders is limited to 11 units for fall and spring, and 5 units for winter and summer. The Dean of Enrollment Services or designee may grant permission to enroll full-time. By law, a student enrolling full-time (12 units or more) is subject to the registration fee on all units taken.
16. Students who have not completed the 10<sup>th</sup> grade are limited to one course per term. To enroll in more than one course, the student must complete this packet, include a letter of support from the high school principal and submit official school records showing a GPA of 3.0 or higher. The Dean of Admissions and Records or designee will determine whether the student may take more than one course.
17. Students who are part of a College and Career Access Program (CCAP) may enroll in as many courses as are part of the CCAP program for each term.
18. Students must meet all academic deadlines outlined in the semester calendar located on the my.citruscollege.edu portal including add and drop deadlines and deadlines for withdrawing from a class with a "W" on the transcript.
19. Students must clear any prerequisites and/or meet with a Citrus College counselor for review of placement if necessary.
20. Students may only register for the class/classes approved by their K-12 school.
21. Students must submit this concurrent enrollment form each term.
22. Concurrently enrolled students do not receive continuing student status. Therefore, high school students receive the lowest priority for registration each semester.
23. Students enrolled in Home Study Programs must provide proof that the Home Study Program is registered with the State of California Department of Education.
24. Students that receive a substandard grade or "W" will lose enrollment privileges as a concurrently enrolled student.
25. Registration into NRS 100 is prohibited.

I understand that participating in concurrent enrollment provides me with an opportunity to enroll in a college course and to access programs and services available to all Citrus College students. I further understand that I am responsible for knowing and following all college policies and procedures including those on academic performance and student behavior as delineated in the Schedule of Classes and Citrus College Catalog.

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

I certify that I have read the Information and Requirements Section and understand the responsibilities and expectations of my child attending Citrus College as a concurrent enrollment student.

I understand that according to state (ED 49061) and federal regulations (FERPA), parents of college students do not have a right to access their child's student records, regardless of whether the student is under the age of 18. In accordance with these regulation, student's college records will be released to parents only with the written consent of the student.

**Parent Signature (required):** \_\_\_\_\_ **Date:** \_\_\_\_\_



# Concurrent Enrollment Authorization Form

Admissions and Records Office • 1000 W. Foothill Blvd., Glendora, CA 91741-8511 • [www.citruscollege.edu](http://www.citruscollege.edu)

Term: Fall  Winter  Spring  Summer  Year 20 \_\_\_\_\_

Student Name \_\_\_\_\_ Student ID Number \_\_\_\_\_

Email Address \_\_\_\_\_ Date of Birth \_\_\_\_\_

### **Student Acknowledgement:**

I understand that the concurrent enrollment process provides me with the opportunity to enroll in college courses and to access programs and services available to all Citrus College students. I further understand that I am responsible for knowing and following all college policies and procedures including those related to academic performance and student behavior as delineated in the Schedule of Classes and Citrus College Catalog. I have read and understand the expectations and responsibilities outlined in the Concurrent Enrollment Packet and agree to all conditions.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

### **To be completed by Principal or designee (K-10<sup>th</sup> graders must include a recommendation letter from Principal)**

K-12 School \_\_\_\_\_ \*Students enrolled in a Home Study Program must provide proof that the Home Study Program is registered with the State of California.

The above student is in the \_\_\_\_\_ grade.

The above named student has a grade point average of \_\_\_\_\_.

### **I further certify that:**

1. This student is enrolled for at least the minimum school day (EC 48801);
2. This student would benefit from advanced scholastic or vocational work (EC 48800);
3. The course(s) recommended is/are for enrichment purposes (EC48800);
4. The recommended course(s) is/are not to alleviating an academic deficiency or being used to replace a school requirement;
5. For summer session only: no more than 5% of our students in any one grade level will be recommended for concurrent enrollment; and
6. For summer session only: the student availed herself/himself of all opportunities to enroll in equivalent courses.

Courses to be taken by a concurrent student must be recommended by the K-12 school counselor. Students must clear prerequisite, co-requisite, and other registration restrictions in order to enroll in the course. The student shall receive college credit for community college courses that have been successfully completed. \*Note\* Registration into NRS 100 is prohibited.

COURSE TITLE	COURSE NUMBER	UNITS	INSTRUCTOR

Name of Principal or Designee (Print) \_\_\_\_\_ Title \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

### **Parent/Legal Guardian Acknowledgement**

I grant my approval for the above named student to attend Citrus College as a concurrently enrolled student. I certify that I have read and signed the Information and Requirements page and understand the responsibilities and expectations of my child attending Citrus College.

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

### **FOR OFFICE USE ONLY**

Accepted by \_\_\_\_\_ Date \_\_\_\_\_

11<sup>TH</sup>/12<sup>TH</sup> GRADER  K-10<sup>TH</sup> GRADER

Approved  Denied

Comments:

STUDENT TYPE ENTERED SGASTDN/SFAREGS

SOAHSCH

SFASRPO

SFAREGS