

**THIS PROCEDURE MUST BE FOLLOWED EACH SEMESTER:**

- Obtain signature from school counselor or administrator;
- Obtain signature from parent or guardian;
- Submit the completed form to the Admission Office.

**(1) COMPLETED BY STUDENT**

Please check the program you are applying to:  Dual Enrollment or  Fast Track

Student ID Number @ \_\_\_\_\_ Date of Birth \_\_\_\_\_

(A copy of the most recent grade card or transcript must be attached to verify grade placement.)

Student's Name (Print) Last \_\_\_\_\_ First \_\_\_\_\_ M.I. \_\_\_\_\_

Street Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

K-12 School of Attendance \_\_\_\_\_ Current Grade Level \_\_\_\_\_

If a Home School, Address \_\_\_\_\_

I understand any changes to my enrollment after registration is completed must have prior approval and required signatures.

\_\_\_ PLEASE CHECK TO RELEASE INFORMATION TO PARENT(S)/LEGAL GUARDIAN(S) OR HIGH SCHOOL:

I authorize the release of academic information to my parent(s)/legal guardian(s). I hereby release you from any and all liability or damages for providing the information requested. I authorize the release of my grades to the high school if they request them for graduation purposes.

Since I will be enrolled in college courses, I understand that I must abide by rules and regulations of Porterville College and the Kern Community College District (KCCD). I also understand that if I violate the KCCD Student Code of Conduct, or any of the rules and regulations of Porterville College, that I will be subject to appropriate administrative discipline.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

**(2) COMPLETED BY PARENT:**

I authorize my son/daughter to enroll in the Porterville College course listed below. I have read and understand the dual enrollment program requirements and the college policy as sited on the second page of this form. I understand the community college educational environment is geared toward adult students and once my son/daughter is admitted to the college lecture/discussion in the course is not modified due to enrollment of a minor. The enrollment fee is waived for classes taken for High School or College Credit. Student must pay all other fees, which include non-resident fee (if applicable), material fees, health fee, student center fees, student representation fee, parking permit (optional).

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

\_\_\_\_\_  
Date

**(3) COMPLETED BY HIGH SCHOOL OFFICIAL:**

The above named student is recommended for dual enrollment at Porterville College and has approval to register in the following courses. Dual Enrollment students are limited to enrollment of up to and including 6 units for the any term including the summer session. The exception to the 6 unit limit is for those students participating in the Fast Track Program. **I certify that I have not approved more than 5% of any grade for summer school concurrent enrollment.**

COURSES FOR WHICH STUDENT WILL ENROLL: (maximum 6 credits)

CRN \_\_\_\_\_ Class Title \_\_\_\_\_ Credits \_\_\_\_\_

CRN \_\_\_\_\_ Class Title \_\_\_\_\_ Credits \_\_\_\_\_

CRN \_\_\_\_\_ Class Title \_\_\_\_\_ Credits \_\_\_\_\_

\_\_\_ Please check if you would like to take these courses for high school credit only.

\_\_\_\_\_  
Signature of High School Principal or Designee (include Title)

\_\_\_\_\_  
Date

Completed by the Admission Office: Approved: \_\_\_\_\_ Denied: \_\_\_\_\_ ADMISSIONS OFFICER/DESIGNEE: \_\_\_\_\_

.....PLEASE READ POLICY ON REVERSE SIDE.....

# Porterville College

## Dual Enrollment Checklist

Porterville College has an open agreement with local high schools in which the college will enroll 11<sup>th</sup> and 12<sup>th</sup> graders in college courses. Senate Bill 338 provides districts explicit authority to restrict the admission or enrollment of a special part-time or full-time student in any session based on age, grade-level completion, or assessment and placement procedures in conformance with Matriculation regulations (Board Policy 4A; Education Code 76002(b)).

Therefore, based on the conditions of SB 338 high schools students are restricted up to and including 6 units per semester with the exception of students participating in the **Fast Track Program**. This process applies to ALL students who are under the age of 18 and have not graduated from high school or completed high school equivalency. In order for a student to be placed in course work in a quick and effective manner, it is important to follow the process outlined below.

### **Dual Enrollment Policy for students in 11th and 12th:**

High school students in 11th and 12th grade wishing to enroll at Porterville College will be served as follows:

- Classes that are not currently offered in their school system
- Conflicting high school classes
- Classes that are advanced beyond the level of courses offered at the high school
- Classes that will help the student complete graduation from the high school

### **Steps for Enrollment:**

- Complete the Dual Enrollment Petition for Enrollment for High School Students with parents and Principal and/or Designee signature indicating courses approved for enrollment at Porterville College at [www.portervillecollege.edu](http://www.portervillecollege.edu).
- Present most recent report card or transcript to be used as one of the multiple measures along with the assessment test.
- Home Schooled students must provide verification of satisfactory completion of courses instructed at the home school (Home Schooling is instruction by a tutor or other person (including the student's parent) who does not have a valid California teaching credential).
- All students must complete the application for Porterville College Admission and registration forms.
- High school students are required to demonstrate eligibility for instruction in degree applicable course and are required to complete the assessment test.
- The enrollment fee is waived for classes taken for High School or College Credit. Student must pay all other fees, which include non-resident fee (if applicable), material fees, health fee, student center fees, student representation fee, parking permit (optional). All fees are payable at the time of registration.

### **Dual Enrollment Policy for students younger than 11th Grade:**

The college reserves the right to be restrictive in enrolling students who have attained less than the 11<sup>th</sup> grade level. We allow enrollment of such students through the appeal process as allowed in Senate Bill 338. In addition to the enrollment procedures listed above, ALL students younger than the 11th grade must submit a petition to the Admission Director to be considered for enrollment.

### **Fast Track Program for students in the 10<sup>th</sup>, 11<sup>th</sup>, and 12<sup>th</sup> grades:**

The Porterville College Fast Track Program is for mature, motivated high school students who are prepared for college level classes and a challenging academic environment. The Fast Track Program allows high school students to complete up to 41 units of the required CSU General Education or UC IGETC coursework by the end of their high school career. The units earned will not hinder a student from entering at a CSU or UC campus as a "freshman" as long as they do not attend a community college the fall term after their high school graduation. A student could complete the remainder of their transferable requirements in the year after graduating from high school in order to transfer as an upper-division transfer student.

To apply for the **Fast Track Program** complete the following forms: PC Fast Track Program Application, PC Online Admissions Application, PC Dual Enrollment Form, and High School Transcripts.