

# CONCURRENT ENROLLMENT AT OXNARD COLLEGE FOR HIGH SCHOOL STUDENTS

## A Guide for Parents & Students

Oxnard College has a special program that allows students to take college classes while they are still attending high school. This program, called “Concurrent Enrollment,” is available to students from public and private high schools. It is a great opportunity for students to jumpstart their college educations.

**The great news is that Oxnard College waives enrollment fees for high school students who participate in concurrent enrollment.**

Concurrent enrollment is a smart choice because it makes higher education available at a place where an excellent education is convenient and affordable. This is particularly valuable for students who don’t want to wait until they graduate from high school to begin taking college-level transfer courses or occupational certificate classes.

Attached is the Special Admission packet that must be completed prior to registering. These forms must be reviewed by the parents and the student, as a parent signature is required on the Recommendation for Special Part-Time Admission form. We recommend that an early appointment be made with the high school counselor, don’t wait until registration arrives to collect the signatures needed.

**The following requirements must be completed for all high school students who plan on enrolling at Oxnard College:**

- Complete an application for admission on-line at [www.oxnardcollege.edu/apply](http://www.oxnardcollege.edu/apply). The admission application is only completed once.
- Complete the Recommendation for Special Part-Time Admission form. This form requires the signature of the parent/guardian and approval from high school principal or counselor.
- Obtain approval from an Oxnard College counselor if you are a continuing student.
- Register for classes in person at the Admissions & Records Office.

**New high school students below the 11<sup>th</sup> grade must also complete the following:**

- Complete assessment testing. No appointment is needed. Please allow two hours to complete the exam.
- Provide unofficial high school transcripts.
- Complete the Memorandum of Understanding. This form will be completed during the Special Admission Intake Process.
- Parent & student must complete a Special Admission Intake Process. To schedule an appointment, please call 986-5857 or 986-5962.
- Obtain approval from an Oxnard College counselor.
- Register for classes in person at the Admissions & Records Office.



**Oxnard College**  
**Office of Admissions & Records**  
**Recommendation for Special Part-Time Admission**

Semester Attending:  
 Spring     Summer     Fall  
 20\_\_\_\_\_

**NEW REQUIREMENTS** -New students under the 11<sup>th</sup> grade must complete assessment testing if academic courses are requested, submit an unofficial high school transcript, complete Intake/Orientation and see a college counselor.  
 - All continuing Special Admission students must obtain approval from an Oxnard College counselor to register for classes.

NAME \_\_\_\_\_ Oxnard College ID # \_\_\_\_\_

ADDRESS \_\_\_\_\_ PHONE NO. \_\_\_\_\_

BIRTHDATE \_\_\_\_\_ SCHOOL NOW ATTENDING \_\_\_\_\_

CURRENT GRADE (If Summer, grade in Fall):  Other\*     11<sup>th</sup>     12<sup>th</sup>    GPA \_\_\_\_\_

**College Math, English and Reading courses require assessment prior to registration. Contact the Matriculation Office prior to registration for assessment schedule: 986-5864, Room LRC-5A.**

**CRITERIA FOR SPECIAL HIGH SCHOOL ADMISSION TO OXNARD COLLEGE**

1. Any 11<sup>th</sup> or 12<sup>th</sup> grade student with evidence of regular progress and endorsement by their high school principal or designee is admissible with parental approval. An approved Recommendation for Special Part-Time Admission is required for each semester of attendance.
- \*2. **If under the 11<sup>th</sup> grade, a student must also:**
  - a. Complete the Memorandum of Understanding (Completed Once)
  - b. Submit unofficial high school transcript (Submitted Once)
  - c. Complete assessment testing if academic courses are requested.
  - d. Demonstrates adequate completion of all sequential coursework in preparation for the desired college level course.
  - e. Have availed themselves of all opportunities to enroll in equivalent courses at school of attendance.
  - f. Parent & student must complete a Special Admission Intake Process and see an Oxnard College counselor prior to registering (New Students Only). To schedule an appointment, please call 986-5857 or 986-5962.
3. Enrollment fees are exempt for students enrolled in 11 units or less. Non-residents are responsible for non-resident fees.
4. Student is responsible for the following fees: Health Fee, Student Representation Fee, and Student Center Fee. The Enrollment Fee Exemption does not apply to Special Full-time students enrolled in 12 or more units.

**PLEASE NOTE:** Student enrollment is limited to recommended courses only. Any change to the original recommendation requires approval by the school principal or designee.

**RECOMMENDED COLLEGE COURSE(S)**  
*(Course(s) must be listed by high school official only or counselor.)*

• \_\_\_\_\_ • \_\_\_\_\_

<ul style="list-style-type: none"> <li>▪ I hereby request that my son/daughter be allowed to enroll in the college courses specified above.</li> <li>▪ I have reviewed and agree with the guidelines (on back of form).</li> <li>▪ I also authorize emergency medical treatment pursuant to Section 25.8 of the California Civil Code.</li> </ul>	
PARENT/GUARDIAN SIGNATURE _____	DATE _____


<ul style="list-style-type: none"> <li>▪ I certify the above information represents a valid special high school admission request. The student is enrolled for at least the minimum day program on the school campus, and has met all other requirements of ECC 76002 and 48800.</li> <li>▪ The parent/guardian has given a verbal statement of how the student will benefit from attending Oxnard College.</li> </ul>		
PRINCIPAL (OR DESIGNEE) SIGNATURE _____	Phone Number _____	DATE _____

***All continuing special admission students and new students under the 11<sup>th</sup> grade must obtain approval from the VP of Student Services, or Counselor/Designee at Oxnard College.***

<ul style="list-style-type: none"> <li>▪ The above student and parent/guardian have met with me and are aware of the following underage advisement:           <ul style="list-style-type: none"> <li><input type="checkbox"/> Admissions    <input type="checkbox"/> Placement Testing    <input type="checkbox"/> Registration    <input type="checkbox"/> Conduct    <input type="checkbox"/> Confidentiality of Student Records</li> <li><input type="checkbox"/> College Transcript    <input type="checkbox"/> H.S. Transcript</li> </ul> </li> </ul>	
VICE PRESIDENT OF STUDENT SERVICES OR COUNSELOR/DESIGNEE AT OXNARD COLLEGE _____	DATE _____

## Special Admit Guidelines

- The K-10 student must be accompanied by a parent/guardian at the time the application and concurrent enrollment forms are submitted.
- Students and parent/guardian are to be made aware that OC is an open campus, with no fences or walls, unlike most K-12 schools. There is “free-flow” between the college and the community. It is an exceedingly safe campus. However, some property crimes occur. The college administration is concerned for the safety and welfare of all students.
- Parents are asked to provide transportation to underage students and to be aware that classes can be cancelled without prior notice. Arrangements need to be made for the underage student to be dropped off and picked up from campus.
- Students and parent/guardian need to be aware that the underage student will be held accountable to the College’s standards of student conduct just like any other student on campus or at college sponsored off-campus events.
- The transcript of record that will be generated for the underage student will become a permanent record of the student’s college history.
- Academic records at OC are confidential and information from them will only be released to the student or with the student’s written permission.

<b>COURSE REQUEST CARD * It is the student’s responsibility to drop classes! *</b>										
Date of Birth	Last Name			First	Middle	ID/SSN				
Phone	Address			City	State	Zip				
Term: 20____ Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer <input type="checkbox"/>	CRN#	Course Title	Units	Days	Time	Instructor Sign/Authorization Code	Date of 1 <sup>st</sup> Attendance			VP/Dean/Counselor Approval
Office Use  										
	<b>ALTERNATE CLASS SELECTIONS</b>									
Signature _____			Total Units _____			Date _____				