



**Concurrent Enrollment/College Now! Petition for Enrollment
2017 - 2018**

It is the student's responsibility to obtain all required signatures on this form prior to enrolling. Electronic signatures not accepted.

Please circle which semester you plan to enroll: SUMMER FALL SPRING WINTER **Year:** _____

Concurrent Enrollment/College Now! Student Information:

Please print legibly, using blue or black ink and do not leave any blanks

Last Name: _____ First Name: _____ Middle Initial: _____

AHC Student ID Number: **H** _____ (mandatory)

Home Phone Number: _____ or Cell Phone Number: _____

Email address: _____ High School Grade: _____

Name of High School you are attending: _____

By signing this form, I, understand and agree to the conditions for enrollment listed on the reverse side of this form. I also understand that I will be administratively dropped for failure to pay fees incurred with my registration transaction.

Student Signature: _____ **Date:** _____

PARENT/GUARDIAN: I have read the conditions for enrollment and I approve of the courses and conditions under which a high school student may enroll at Allan Hancock College. I understand that failure to comply with rules and regulations will be cause for dismissal. By signing below, I give consent for my child/ward to receive care from Allan Hancock College Health Services as needed or requested. I also understand that my child will be administratively dropped for failure to pay fees incurred with his/her registration transaction. Parental consent is required for ALL **Concurrent Enrollment/College Now!** students. (Consent required in emergencies or cases exempt by law.)

Parent/Guardian Signature Date

Emergency Contact Person Emergency Contact Person Phone Number

PROPOSED ALLAN HANCOCK COLLEGE COURSES

(Please list in order of preference – you may not enroll in courses that are not listed below; nor may you enroll in more than 6 units)

Circle Class Period	Course Title & Number (IE: DANC 120)	Units	Principal/Designee Approval & Signature	Please sign full signature using blue or black ink, only.
1 2 3 4 5 6 7 Teacher:			Print Name: Signature:	
1 2 3 4 5 6 7 Teacher:			Print Name: Signature:	

AHC Office Use: *The initials & signature below verify that the AHC staff member has verified the student meets the conditions of CN enrollment:*

App _____ HS Signature _____ Verify Courses _____ START if applicable _____ GPA _____

Prerequisite Met, if applicable _____ CN Hold Removed _____ SFASRPO _____ CNOW _____

AHC Signature: _____ Date: _____

Allan Hancock College **Concurrent Enrollment/College Now!** Conditions for Enrollment
2017 - 2018

1. All high school students should first meet with their high school counselor or guidance technician to discuss eligibility for enrollment. A principal or designee signature on this Petition for Enrollment is required and will indicate to Allan Hancock College that the coursework is not available at the high school.
2. With the exception of PROD 301, the **Concurrent Enrollment/College Now!** program is open to high school students in junior or senior status, only. **Concurrent Enrollment/College Now!** students may take up to a maximum of **6 units** in summer, fall, and spring semesters and winter intersession.
3. **Concurrent Enrollment/College Now!** students must complete the Allan Hancock College online credit admissions application, in addition to the **Concurrent Enrollment/College Now!** Petition for Enrollment. This **Concurrent Enrollment/College Now!** Petition for Enrollment is valid for the requested term only.
4. **Concurrent Enrollment/College Now!** students may only enroll in courses on the approved list. **Concurrent Enrollment/College Now!** students must complete the START process if enrolling in a course that requires a START placement level (Math and/or English courses).

The **Concurrent Enrollment/College Now!** student is required to bring the following information to the Testing Center: A photo ID; and the student's AHC ID number (obtained when submitting the application for admission);
5. Students who wish to take courses must meet the stated academic prerequisites or co-requisites. Pre/co requisites are listed in the AHC catalog or current semester class schedule and are marked on the approved list with an asterisk; a ★ next to the course requires an audition. High school students **are not** eligible to take courses at AHC if the courses are available at the high school.
6. If a student registers for a non-approved course they will be administratively dropped from the course by the Admissions and Records office and informed by campus email of the action taken.
7. Once a **Concurrent Enrollment/College Now!** student has obtained all of the necessary signatures, he or she must submit their completed **Concurrent Enrollment/College Now!** Petition for Enrollment, along with high school transcripts to their high school concurrent enrollment staff member. *Concurrent enrollment students who are enrolling in PROD 301, only, are not required to provide HS transcripts.*
8. **PE courses require permission of the instructor** of record which will be granted the first day of the term, if enrollment in the PE course permits adding **Concurrent Enrollment/College Now!** students. After **Concurrent Enrollment/College Now!** students submit the required paperwork to the AHC Admissions office, registration for PE courses will not open until the first day of the term. **Concurrent Enrollment/College Now!** students must submit their paperwork prior to the semester start date to the Admissions office and obtain an add code from the faculty member the first day of the term. **Concurrent Enrollment/College Now!** students who enroll in **PE courses** before the first day of the term, will be administratively dropped.
9. The total number of units earned and grades received while enrolled in Allan Hancock College courses are recorded on the student's college transcript and are part of his/her permanent record.
10. The enrollment fee is waived for **Concurrent Enrollment/College Now!** students. However, **all other fees apply**, unless otherwise noted in the instructional services agreement between AHC and the specific high school – **Concurrent Enrollment/College Now!** students must verify fees due with their high school.
 - a. If a **College Now!** student appeals the unit limitation, and is approved for 12 or more units, **the enrollment fee is no longer waived and ALL fees apply.**
11. Online Registration is available to **Concurrent Enrollment/College Now!** students. Please see the current schedule of classes for **Concurrent Enrollment/College Now!** Online Registration dates and times.
12. Once enrolled, **Concurrent Enrollment/College Now!** students have the same rights and responsibilities that apply to all enrolled college students. Refer to the Student Records-Family Educational Rights and Privacy Act (FERPA) located in the current college catalog or on the **Concurrent Enrollment/College Now!** information page.
13. Allan Hancock College assumes no responsibility for the attendance records of **Concurrent Enrollment/College Now!** students.
14. **Concurrent Enrollment/College Now!** enrollment is limited to students who reside and are enrolled in Santa Barbara and San Luis Obispo county high schools and home schools only.
15. A **Concurrent Enrollment/College Now!** student is expected to complete all class requirements, maintain a 2.0 grade point average or higher in all college courses, and adhere to Allan Hancock College's Guidelines for Student Conduct (refer to the College Catalog).
16. Receiving substandard grades and/or failure to complete course work may result in academic probation as well as affect future financial aid eligibility.
17. Failure to comply with any of the conditions listed above and/or registering for non-approved courses/units will result in being administratively dropped from those courses/units and a loss of future **Concurrent Enrollment/College Now!** privileges.
18. High schools will only receive proof of work completed at Allan Hancock College **if the student requests** that an official transcript be mailed to the school once the semester is completed or authorize the high school to obtain the grades by completing a Student Authorization to Release Information form.
19. **Student, Parent, and Principal/Designee—please read the following information carefully:** By entering a college environment, students who are minors will be exposed to educational settings designed for the adult learner that may involve topics that might be considered controversial in the secondary school setting. Also, if a class does not meet at its scheduled time (i.e. class ends early or is canceled), Allan Hancock College does not inform parents/guardians nor will staff or the instructor assume responsibility for student once class is released.
20. **HIGH SCHOOL PRINCIPAL OR DESIGNEE:** California Education Code requires that students who still enrolled in high school wishing to enroll at a California Community College must be recommended by their principal or his/her designee. By signing this, the principal or his/her designee has made the determination, based on the appropriate Allan Hancock College assessment, that the student is prepared for and can benefit from college level coursework, and is recommended to enroll in the following courses for the semester noted above, and that the student has exhausted all opportunities to enroll in an equivalent course at his or her school of attendance. The instructor of record is legally prohibited from signing this form as the principal's designee.