

Students may enroll at Palomar College while concurrently enrolled at another school at the K-12 grade level. K-12 Special Admission students require permission of their high school district and a parent.

K-12 Special Admission students are limited to **7 units** in Fall or Spring terms and **5 units** in the Summer session.

Please see the following page for further information:

<https://www.palomar.edu/enrollmentservices/enrollment-main/steps-enrollment-k12-special-admission/>

Follow the steps below to be admitted as a K-12 Special Admission student:

STEP 1: Complete the Palomar College Admissions Application. Apply [here](#)!

STEP 2: Complete the documentation listed below for each semester that you are under the age of 18 years or a non-high school graduate at the beginning of the term or summer session:

- ☐ K-12 Special Admission Approval Form*
 - ◇ Private School/Homeschool: Copy of Affidavit with the Superintendent of Public Instruction required.
- ☐ [Add/Drop Form](#) (Required for minors **under** the age of 16)
- ☐ [Unit Petition Form](#) AND Unofficial transcripts from all schools **ONLY** to be submitted if student would like to exceed the allowable unit load for the term or session (unit limits stated above)

*Please note: If the minor student has graduated high school or has received a California High School Proficiency Exam Certificate, then only the student, parent or guardian signature is required on the K-12 Special Admission Approval form.

STEP 3: Submit the documentation: (select preferred method below)

- Via email send **ALL** documentation in **ONE** email to: admissions@palomar.edu
- Via mail to: 1140 W. Mission Rd. San Marcos, CA 92069 Attn: Admissions

STEP 4: Enroll

- Registration online is restricted until the online application and all applicable forms listed in Step 2 have been submitted and processed.
- **Students 16 and older:** will be able to register for course(s) online via [MyPalomar](#).
- **Students under the age of 16:** will be manually added to the requested course(s) as long as all required documentation has been submitted. Students under the age of 16 cannot be added to a waitlist.

STEP 5: Pay Fees

- Enrollment Fees are waived for K-12 Special Admission students who attend Palomar on a part-time basis (<12 units in a term)
- If a K-12 Special Admission student enrolls in 12 or more units, then the student will be considered a full-time student and will be charged the enrollment fee for all units taken.
- Both part-time and full-time Special Admission students are charged a mandatory Health Fee, Student Center Fee and Student Representation Fee in addition to any materials and book fees required of the course.
- Pay required fees online through [MyPalomar](#)

Non-residents of California:

- In-state enrollment fees will be waived only, unless the student opts to take the college class for high school credit only. In that case, the student will be required to submit a [Transcript Request Form](#) to have the grade transferred back to the high school and the non-resident tuition will be waived. If the non-resident student opts to take the class for college credit, then the student will be required to pay the non-resident tuition.
- **SB 150:** Special Admission students meeting certain requirements may be exempt from non-resident tuition. Visit our Residency page for more information: <https://www.palomar.edu/enrollmentservices/residency/steps-to-update-residency/>



K-12 Special Admission Approval Form

(K-12 Students will be limited to 7 units in Spring/Fall - 5 units in Summer)

Select only ONE semesterSemester/Year: ☐ Summer _____
(Year)☐ Fall _____
(Year)☐ Spring _____
(Year)

Palomar Student ID Number

Part 1: Student Information

A. Student's Name - Last, First, MI	B. Date of Birth
C. E-Mail	D. Expected High School Graduation Date (Month/Day/Year)

I have read the [Notice to Minor Students/Parents/Guardians](#):***Student Signature :****Date :*****(NO TYPED SIGNATURES. Only physical or Adobe Fill and Sign signatures are acceptable)****Part 2: Parent/Guardian Information**

I hereby petition Palomar College to allow my minor child to enroll in Palomar College while concurrently enrolled in high school and/or while participating in the Dual Enrollment Program or because my student will be under 18 prior to or at the start of the semester. I certify that I am the parent/guardian of the above named student and that I give my consent for their attendance at Palomar College. I have read the attached *Notice to Minor Students/Parents/Guardians*. I understand the conditions under which my minor child is being admitted, including but not limited to fees and privacy of student records. I am aware that my minor child will be establishing a permanent college record. Palomar College follows state and federal regulations regarding medical treatment for minor children. The Palomar College Health Center will seek parental consent as prescribed by law. See CA ED CODE § 76407 or email studenthealthcenters@palomar.edu.

Parent/Guardian Signature :*Date :*****(NO TYPED SIGNATURES. Only physical or Adobe Fill and Sign signatures are acceptable)****Part 3: Palomar Instructor Authorization (must be completed for students under the age of 16 ONLY)**

The instructor signature below does not authorize admittance into a closed class. If the class is closed, please obtain the instructor signature on an Add/Drop form in addition to the signature below:

CLASS NUMBER (Example: 71303)	COURSE TITLE (Example: ENG 100)	*FACULTY SIGNATURE *(No typed signatures. Only physical or Adobe Fill and Sign signatures are acceptable)

Students under the age of 16 must also submit an Add/Drop Form to the Admissions Office: [Add/Drop Form](#)**Part 4: School Assessment (students who have NOT graduated from high school ONLY).**

The above named student meets all the following criteria as defined by Education Code 48800-48802 and 76000-76002:

- Is able to benefit from the advanced course work

For Summer Session Students ONLY:

- Demonstrates adequate preparation in the discipline to be studied.
- Has exhausted all opportunities to enroll in an equivalent course, if any, at his or her school of attendance.
- This recommendation does not exceed 5% of the students at the same grade level. I may exceed the 5% rule if the student is taking classes in one of the following areas: courses that apply toward the IGETC or CSU GE breadth requirements or are part of a career- technical occupational sequence.

Recommended Course(s):**Counselor/Principal Printed Name :*****Counselor/Principal Signature :****Date :*****(NO TYPED SIGNATURES. Only physical or Adobe Fill and Sign signatures are acceptable)****Name of School:**☐ Public ☐ Private

Address (Number and Street)

City

State

Zip Code

School E-mail Address

Phone Number

General Information for the K-12 Special Admission Approval Form

Please read the instructions & general information page, as well as the Notice to Minor Students/Parents/Guardians, in their entirety, prior to submitting the completed forms to the Admissions Office.

Student Information

- All sections of this form must be completed for each semester of attendance until high school graduation.
- Student must be enrolled in high school and is limited to 7.0 units (5.0 units for summer session) at Palomar College. Students wishing to enroll in additional units must submit a K-12 Unit Petition along with high school transcripts to the Admissions Office.
- Student must obtain signatures of both a parent and the high school counselor or principal.
- Student must complete an online *Application for Admission* (application not required if student is continuing from previous semester).
- Acceptance of the *Application for Admission* and this form do not guarantee enrollment into a class. Students must go through the enrollment process and are subject to all requirements including but not limited to prerequisites, co-requisites, audition and other enrollment restrictions.
- **Concurrent Enrollment Only (non-CCAP)** - High school students concurrently enrolled part-time in college credit classes are exempt from the enrollment fee (up to 11.9 units) but subject to all other fees, health fee, student center fee, student representation fee and when applicable, the non-resident tuition and capital outlay fees. Fees are due at the time of enrollment. Failure to pay may result in being dropped from the class.
- **Dual Enrollment Only (CCAP)** - The intent of the PCCD Dual Enrollment Program is to provide educational enrichment for eligible high school students and to help ensure a smoother transition from high school to college for students by providing them with greater exposure to the collegiate atmosphere (California Ed Code 48800). Students participating in the Dual Enrollment Program are exempt from payment of enrollment fees (for up to 15 units or 4 classes), mandatory fees (health & accident, student representation, student center, and instructional materials), as well as nonresident tuition and capital outlay fees.

Parent/Guardian Information

- Once a student has applied to an institution of post-secondary education, written permission or consent of the student is required to release **any** information pertaining to the student (in accordance with 20 U.S.C. § 1232g; 34 CFR Part 99).
- Palomar College is NOT responsible for providing transportation, or instructional materials, including but not limited to textbooks for students enrolled in the K-12/Concurrent enrollment program.
- Palomar College is NOT responsible for providing transportation for students enrolled in a Dual Enrollment Program. However, all instructional materials are provided for students enrolled in an approved Dual Enrollment Program.
- Review and discuss the *Notice to Minor Students/Parents/Guardians* with your son or daughter.

Public and Private School Information

- High school counselors or principals may recommend college enrollment for students who have demonstrated adequate preparation in the discipline to be studied and can benefit from advanced coursework.
- Discuss appropriate course selection with the student.

Private School Information

- Regulations (48800 and 76001(a)) require that high school students from private high schools may enroll as special part-time community college students upon petition of the parent.
- Approval for enrollment in college classes will only be accepted from private schools which have filed the proper affidavit with the Superintendent of Public Instruction. A copy of the affidavit must be submitted along with the Special Admission Approval Form for students who have not yet graduated from high school.
- Home-schooled students must provide proof of filing as a private school with the Superintendent of Public Instruction (affidavit).

When a minor becomes a student at any college all rights accorded to, and consent required of, parents transfer to the student (section 99.5 of the *Family Educational Rights and Privacy Act*). Parents must obtain authorization from the student to inspect the minor student's records or gain access to information related to their attendance at Palomar College. This authorization only grants access to a student's record in- person with photo identification, or via USPS. No personal information can be given over the telephone.

Minor students and their parents/guardians must also understand that student is entering a college environment, which is designed with adults in mind. Thus, the atmosphere of the campus, and of classrooms in particular, will frequently reflect an adult population.

Students/Parents/Guardians should be aware that:

- Courses may have frank discussions about sensitive and/or controversial topics that might be considered offensive to some.
- Audio/visual presentations may be graphic in their content. Projects and/or assignments may require that you research sensitive and/or controversial topics.
- Students may be exposed to vulgar language outside of the classroom.
- Students may have access to pregnancy and STI/HIV testing and condoms through the Student Health Centers.
- Instructors cannot inform anyone, including parents, of last minute class cancellations or early class releases. If classes are released early, instructors are not responsible for underage students while they wait for pick up.
- Palomar Community College District (PCCD) accepts no responsibility or liability for any extraordinary supervision of students who are less than 18 years of age and who are not high school graduates.
- Credit earned at PCCD is college credit and will be included on the official college transcript. Grades earned may affect eligibility for future financial aid, athletic eligibility, academic/progress probation status, etc.
- Students may have access to computers with open access the Internet. PCCD is not responsible for content found, read, downloaded, uploaded, transferred or otherwise manipulated on the Internet.

This is not meant to create undue concern – only to serve as a precaution to allow minor students and their parents/guardians to understand what a college setting is like so that they can have a safe, positive educational experience at Palomar College

If units completed at Palomar College are required for high school graduation, at the end of the current semester the student will need to request that an official transcript be sent to the high school. Students may view their enrollment and final grades through our online registration system known as [MyPalomar](#).

Rights and Responsibilities of Students

Student rights and responsibilities are outlined in the Palomar College catalog. The catalog is available online through the college website www.palomar.edu and includes course information and college policies such as grading, course repetition, enrollment procedures and course transfer. All students are directed to read the sections on *Academic Standards and Policies*, *Student Support Programs and Services*, *Student Rights and Responsibilities* and *Standards of Conduct*.