

Eligibility Information

Admission to Palo Verde College is open to anyone who is a high school graduate, who possesses a GED Certificate, or who holds a High School Equivalency Certificate. Those who are not high school graduates or do not have one of the equivalency certificates, but who are eighteen (18) years of age and show evidence of being able to benefit from instruction, may attend the college.

Students currently attending High School may also register for classes at the college as special part-time students. Through this program PVC is providing an opportunity for qualified high school students to study in advanced-level instructional areas not offered at their present school, as well as getting some degree work completed early.

All high school students that wish to participate are required to file a current admissions application and the Special Admission Request for High School Students form prior to registration. In addition, those students below 11th grade must have approval from the Petitions Committee, and the college governing board. Enrollment in some courses will be limited (i.e. classes full, equipment limitations, safety regulations and enrollment in physical education courses not allowed).

Policies and Requirements for Special Admission

1. Students must attend the minimum day at their primary school.
2. Students wishing to enroll in PVC classes must complete assessment testing prior to registration. Students are required to meet all course prerequisites.
3. Students participating in this program do so under the direction of their school principal (attendance and grades will be forwarded to the Palo Verde High School registrar per the Inter-District Educational Services Agreement). The regional academic program manager’s approval is required for participation by home school students. Parents may not act as the academic program manager. *Home-schooled students also must provide copies of forms their parents have submitted to the California State Superintendent of Public Instruction verifying they have notified the state appropriately of their student’s home-schooled status.*
4. Most applicants who are accepted to PVC will be allowed to enroll in any course for which they are recommended; however, enrollment in some courses will be limited (i.e. classes full, equipment limitations, safety regulations and enrollment in physical education courses is not allowed).
5. All PVC students are responsible for complying with the rules and regulations of the college as published in the PVC catalog and schedule of classes.
6. Enrollment in the special admission program will establish a permanent college record. Courses taken for college credit may be used to meet high school graduation requirements; however, this determination is solely made by the primary school district.
7. The Special Admission Request for High School Students must be turned in each semester along with the admissions application prior to attending classes. Those students below 11th grade must also petition the college for board approval.
8. Parents or guardians for high school students are not permitted to enroll, drop, or add classes without specific written permission from the student.
9. The Palo Verde Community College District Board has approved the waiver of resident enrollment fees for special part-time high school students (Ed Code 76300). Registration of high school students is limited to 11.5 units per semester or 5.5 units for summer session (high school students enrolled full time will be required to pay enrollment fees for entire course load).
10. Security should be a primary concern for parents of high school students who attend the college, particularly after dark. Faculty can not be expected to wait with students until their ride arrives.

I have read, understand, and agree to the above policies and requirements. Additionally, I will ____ will not ____ grant permission for my parent or guardian below to take enrollment action on my behalf or request transcripts. If granted, permission will only be granted for the term covered by this permit. (You must indicate a choice of either will or will not in the statement above.)

Student Signature

Student Name (Please Print)

Date

I have read, understand, and agree to the above policies and requirements. Additionally, I understand that student records may be accessed or released only with written authorization from the student.

Parent/Guardian Signature

Parent/Guardian Name (Please Print)

Date

Instructions for 11th and 12th Grade High School Students

1. Read and sign the reverse side of this form (complete student portion and obtain parent/guardian signature).
2. Complete the information below.
3. Obtain the principal’s signature and recommendations (or person designated by the principal).
4. Complete the Admissions Application and Program Card.
5. Return all completed forms to a college counselor or the Vice President of Student Services during the registration period.

Instructions for Students under 11th grade- The college petition approval process, although time consuming, is to insure student success as well as a good “fit” with adult students attending the college. It is recommended that this process begin as early as possible.

1. Read and sign the reverse side of this form (complete student portion and obtain parent/guardian signature).
2. Complete the information below.
3. Obtain the principal’s signature and recommendations (or person designated by the principal).
4. Complete the Admission Application, Program Card and a Petition form (indicating Request for Enrollment of High School Student below junior status).
5. Return all completed forms to a college counselor or the Vice President of Student Services prior to the beginning of classes.

Upon receipt of the request and approvals for the high school student enrollment, the VP of Student Services will call a meeting of the Petitions Committee. Within two (2) weeks of the request, the committee will forward a recommendation to the Superintendent/President. The President will forward a recommendation to the governing board at the next scheduled Board of Trustees Meeting. The President will notify the VP of Student Services of the Board’s decision to approve or deny the request. The student will be notified by the VP of Student Services of the decision within ten (10) working days following the Board Meeting.

STUDENT INFORMATION

Applicant’s Name: _____ PVC Student ID: _____
Last (Please Print) First MI

Telephone Number _____ Date of Birth: _____

Current Grade Level: _____ Anticipated High School Graduation Date: _____

Requesting special part-time admission for _____ Year: _____

COURSE RECOMMENDATIONS

Course Number and Title <i>(All Special Admit Students must complete this area of the form)</i>	PVC Office Use Only	
	Approved	Denied

Principal’s Recommendation and Certification:

As the student’s principal, I certify that this student is attending a minimum day at my school, has adequate preparation for the discipline(s) to be studied, has exhausted all opportunities to enroll in an equivalent course(s) in my school, and does not exceed the five percent enrollment limit mandated to me under Education Code, Section 48800.

Principal’s Name (Please Print)

Principal’s Signature

Name of School

City

Date