



**EARN COLLEGE CREDITS WHILE IN HIGH SCHOOL**  
**ENROLL IN**  
**WORK EXPERIENCE COURSES**

A great opportunity for high school students to concurrently enroll in **Work Experience and Community Involvement courses**.

Learn or improve your **Soft Skills**: communication, customer service, time management, teamwork, leadership, and intercultural competency/diversity.

**NO ENROLLMENT FEES**  
**FOR HIGH SCHOOL STUDENTS!\***

\*but are required to pay a health fee (\$19).

**WHY ENROLL?**

- EARN CSU TRANSFERABLE UNITS
- DEVELOP SKILLS FOR COLLEGE AND CAREER SUCCESS
- GET START ON YOUR COLLEGE EDUCATION
- FLEXIBLE, SELF-PACED
- INDEPENDENT STUDY
- THE WORK SITE IS YOUR CLASSROOM
- BUILD CAREER SKILLS
- GAIN EXPERIENCE WHILE VOLUNTEERING

**COURSES:**

**General Work Experience (WRK EXP 97)**

To improve your 21st Century work skills (**Soft Skills**).

**Community Involvement (CI 51)**

To enrich your experience volunteering at a nonprofit organization.

**LAUNCH YOUR CAREER**

Employers value the skills students learn in Work Experience courses. "Work Experience is a class for students who are serious about improving *their life, job, and education.*"

[workexperience.santarosa.edu](http://workexperience.santarosa.edu)

**FOR MORE INFORMATION:**

**Santa Rosa Campus**  
**(707) 527-4329**  
**Bertolini Student Center**  
**3rd Floor, Room 4842**

**Petaluma Campus**  
**(707) 778-3920**  
**Counseling Suite**  
**Kathleen Doyle Hall, PC 214**

**NON-DISCRIMINATION POLICY**

The Sonoma County Junior College District does not discriminate on the basis of race, religious creed, color, national origin, ancestry, ethnic group identification, physical disability, mental disability, medical condition, genetic condition, marital status, sex, gender, gender identity, gender expression, genetic information or sexual orientation in any of its policies, procedures or practices; nor does the District discriminate against any employees or applicants for employment on the basis of their age. This non-discrimination policy covers admission, access and treatment in District programs and activities—including but not limited to academic admissions, financial aid, educational services and athletics and application for District employment. The Sonoma County Junior College District is an equal opportunity employer.

## High School Concurrent Enrollment Request Form

Student ID# \_\_\_\_\_

 Office of Admissions, Records & Enrollment Development  
 1501 Mendocino Avenue, Santa Rosa, CA 95401 Phone: 707-527-4685 Fax: 707-527-4798

**NOTE: All five signatures (shaded areas below) are required or form will not be accepted or processed**

### Part I – Student

### FOR WORK EXPERIENCE /COMMUNITY INVOLVEMENT

 Name \_\_\_\_\_ Date of Birth \_\_\_\_\_  
Last First

Phone \_\_\_\_\_ Email Address \_\_\_\_\_

I have read the High School Concurrent Enrollment (Special Admit) **Expectations and Responsibilities** on the back of this form and agree to abide by them.

Student's Signature (required) \_\_\_\_\_ Date \_\_\_\_\_

### Part II – Parent/Guardian

I am the parent or legal guardian of the above named student. I acknowledge that my child, as a college student, will be expected to adhere to all college rules of conduct, as well as the expectations and responsibilities detailed on the back of this form. I understand that in accordance with State and Federal law, I will not have the right to access my child's records without his/her written consent or court order. I understand that SRJC reserves the right to deny admissions to specific courses. I give permission for emergency first aid treatment for my minor child/legal ward. I also give my permission for him/her to be treated by a nurse, physician and/or mental health counselor in the Student Health Center at SRJC.

Parent/Guardian Printed Name (required) \_\_\_\_\_

Parent/Guardian Signature (required) \_\_\_\_\_ Date \_\_\_\_\_

### Part III – Principal's Recommendation & Certification

The above named student meets all the following criteria as defined by Education Code 48800.5 and 76001:

- Demonstrates adequate preparation in the discipline to be studied.
- Is able to benefit from college instruction.

#### For Summer Students ONLY:

- This recommendation does not exceed five percent of the students at the same grade level.
- The student has exhausted all opportunities to enroll in an equivalent course, if any, at his or her school of attendance.

#### Recommended Courses (enrollment will be restricted to the courses listed below):

Course Number/Title	Desired Section Number	Units	Course Number/Title	Desired Section Number	Units
1. WRKEX 97			4.		
2. CI 51			5.		
3.			6.		

**NOTE:** students are permitted to enroll in another section of the same course if the section they have listed is closed. 9<sup>th</sup> grade students are advised to take up to 3 units; 10<sup>th</sup> grade students are advised to take up to 6 units; 11<sup>th</sup> and 12<sup>th</sup> grade students may take up to 11 units. All High School students may not take more than 6 units in the Summer term. **High School students may NOT enroll in English 300 level courses regardless of assessment results.**

Student's Grade Level \_\_\_\_\_ Name of School\* \_\_\_\_\_ Phone \_\_\_\_\_

High School Counselor's Signature (required) \_\_\_\_\_ Date \_\_\_\_\_

Principal's Signature or designee (required) \_\_\_\_\_ Date \_\_\_\_\_

\* If home schooled, please attach a Private School Affidavit.

# High School Concurrent Enrollment (Special Admit) Expectations and Responsibilities

## Special Admit Enrollment

- Section 48800 of the California Education Code allows the governing board of any school district to determine which students would benefit from advanced scholastic or vocational work. The intent of this section of the California Education Code is to provide educational enrichment opportunities for a limited number of eligible pupils, rather than reduce current course requirements of elementary and secondary schools.
- **High School students may NOT enroll in English 300 level courses regardless of assessment results.**
- Santa Rosa Junior College interprets “advanced scholastic” coursework as those courses designated as degree applicable (DA) in the SRJC Catalog.
- Students who are 14 years of age or older or those who have completed the eighth grade or higher are eligible for concurrent enrollment as “special admit” students at SRJC.
- Santa Rosa Junior College reserves the right to exclude or limit enrollment of special admit students into impacted programs and other programs or courses based on health, safety, instructional methodology, faculty constraints, or legal requirements.
- Students enrolling in Kinesiology (PE) activity courses are subject to the 10% limit for each section.
- All high school students must submit an online SRJC application every semester/term. In addition, this form must be submitted with all required signatures. **Incomplete forms will not processed.**
- High School Concurrent students may enroll online during open registration. Please submit your application **online** prior to your enrollment date. Mail, fax or bring in person your signed concurrent form, and proof of prerequisite completion (high school transcript) and complete the Prerequisite Equivalency form if enrolling in a course that has a prerequisite.

## Student Responsibilities

- You may register for **approved courses as recommended by your high school counselor and principal.**
- **All coursework taken at SRJC becomes a permanent part of your college academic history.** Grades received or excessive drops have implications for future status involving financial assistance, athletic eligibility, academic standing, etc.
- File prerequisites and arrange for testing, if necessary.
- You are responsible for reviewing and abiding by all academic and student policies in the Schedule of Classes and the College Catalog.
- You are required to meet all academic deadlines.
- High School Concurrent (Special Admit) students are exempt from enrollment fees if enrolled in less than 12 units. However concurrently enrolled students must pay the student representation fee, the student health fee, and any course fees. Please see the Schedule of Classes for more information.
- SRJC is an adult academic learning environment and you are expected to behave accordingly.
- By signing the front of this form, you agree that you are eligible to enroll as a High School Concurrent (Special Admit) student and will abide by all SRJC policies and procedures. Additionally, you agree that you have reviewed these expectations with your parent or guardian.
- **Home schooled students must provide a copy of an Affidavit for Home Schooling,** filed with the Department of Education, at the time of submitting this form.

## Parent or Guardian Information

- Special Admit students are treated like every other college student. All college coursework is governed by the Family Educational Rights and Privacy Act (FERPA) which allows release of academic information, including grades, to the student only – regardless of age. Academic information is not released to parents or third parties without written consent of the student. Upon consent by the student, information is only released to the authorized party in person or in writing.
- SRJC Admissions and Records Office does not keep daily attendance records for students. Parents should not contact college offices or instructors with the expectation of accessing their student’s attendance or other information.
- Review your student’s High School Concurrent (Special Admit) Enrollment Form with him or her. Please be aware that all coursework at SRJC becomes a permanent record on the student’s academic college history; grades received or excessive drops have implications for future student status at the college, including financial assistance, athletic eligibility, etc.
- By entering a college environment, your son or daughter will be exposed to a diverse population in education programs designed for an adult learner that may involve sensitive topics that might be considered controversial or offensive in the secondary setting. SRJC will not change course content or curriculum to accommodate High School Concurrent (Special Admit) students.