



Concurrent Enrollment Program

PLAN AHEAD. Students should begin the process for concurrent enrollment early.

Spring registration via CLASS-Web for students with approved admission starts

November 30, 2009

Check Academic Calendar or website for application deadline date.

General Rules Regarding Conditions of Enrollment *

1. The College may determine which students shall be admitted.
2. Such decisions shall be based on:
 - Course prerequisites
 - Appropriateness of the course(s) requested
 - Space availability
3. Students will be held to the same academic standards as any other college student enrolled in the class.
4. Students will remain as a member of their school. Students may not participate in the co-curricular programs of the college.
5. Students will be permitted to enroll in no more than 2 classes or 6 units.
6. Students will arrange for transportation to and from the College.
7. Students not present at the first class meeting may be dropped.
8. Students are protected by the Family Educational Rights & Privacy Act. Disclosure of educational records such as registration, attendance, or grades must be authorized by the student. Go to www.chabotcollege.edu/Admissions/ferpa.asp.
9. Students will attend their school for at least the minimum school day.
10. Students will purchase the required books and supplies for the college course(s).
11. Students will share grade reports with the school counselor or principal.
12. As per Ed. Code 76001, the principal of the school certifies, by signing the recommendation form that no more than 5 percent of the total number of students per grade level shall be recommended for enrollment at Chabot College for the summer session.
13. **NOTE ENGLISH DEPARTMENT POLICY:** *Concurrently enrolled students sixteen years or older who have achieved at least junior standing (or the demonstrated equivalent) in high school may enroll in transfer/associate degree level English classes if they score for English 1A on the English Placement Test and meet other enrollment criteria stated in the college's concurrent enrollment policy. Concurrently enrolled students under sixteen who have not achieved junior standing (or the demonstrated equivalent) in high school may not enroll in English classes at Chabot College. No concurrently enrolled students may enroll in English classes below the transfer/associate degree level (i.e., English 100 level classes).*

* CA Ed Code sections 76001, 76002

Eligibility

To be eligible for concurrent enrollment, students must:

- Limit enrollment to advanced scholastic courses. Enrollment in Physical Education or basic skills courses will not be allowed. (*Title 5 Regulations, section 55002*)
- Be pre-approved by the school principal and counselor to pursue specific courses. (*CA Ed Code, sections 48800, 48800.5, and 488802*)
- Have written parental approval.

Fees

Enrollment fees are waived for students in the concurrent enrollment program. A \$3.00 mailing fee is assessed to all concurrent enrollment students in order to provide grade reports at the end of the term. The Health Services Fee of \$9 for the Summer session and \$14 for the Fall/Spring semester are mandatory. Students may be charged for materials fee (if applicable).

PLEASE NOTE: International and out-of-state students will be assessed tuition of \$190/unit and enrollment fees.

Procedures

To enroll concurrently at Chabot College, follow these procedures:

1. Talk to parents, teachers and counselor to determine if Concurrent Enrollment is appropriate. Develop an educational program plan relating to the instructional program at Chabot College.
2. Complete a **Chabot College Concurrent Enrollment Application for Admission** and attach school transcripts. Submit application and transcripts to the Office of Admissions & Records by the application deadline date. Home school students should also submit a copy of their R4 Affidavits. (*CA Ed Code, section 33190*)
3. Complete **English and/or mathematics assessment**. This step is required for students taking English and mathematics courses. Many courses require the completion of prerequisite courses taken at Chabot College or their equivalent. Consult the college catalog for identification of prerequisites. Assessment must be completed prior to registration for certain courses with English or mathematics prerequisites. (*Title 5 Regulations, section 55500*)
4. Complete a **Recommendation for Concurrent Enrollment Program form**.
 - Obtain approval and signature on recommendation form from school principal or designee and counselor.
 - Obtain parental approval on recommendation form and Release of Personal Information form.
 - Student are not permitted to enroll in basic skills courses (i.e. ESL, MATH 105/105L, ENGL 101A/B, 102, 107, 115, 116, 117, 118A/B, 119, 120, 121, P.E. courses)
5. Submit completed form to the Office of Admissions & Records.
6. **If recommendation form is approved**, register online via CLASS-Web. Registration is limited to courses approved by your school and Chabot College. These courses must be listed on the current enrollment recommendation. Enrollment in courses not approved on your recommendation will be dropped.