



Concurrent Enrollment Program

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

Spring 2011 semester registration via CLASS-Web for students with approved admission starts **December 13, 2010**

Deadline to apply for Spring 2010 semester:
January 7, 2011

NO EXCEPTIONS IF THIS DATE HAVE PASSED

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 CA 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 their 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 (P.E.) and basic skills courses are not permitted. (*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*)

Fees

Enrollment fees are waived for students in the concurrent enrollment program. However, 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, non-resident and out-of-state students will be assessed tuition of \$195/unit.

Admission Procedures

To enroll concurrently at Chabot College, follow these procedures:

1. Talk to parents, teachers and high school counselor to determine if Concurrent Enrollment is appropriate. Develop an educational program plan relating to the instructional program at Chabot College.
2. Complete **Chabot College Concurrent Enrollment Application for Admission** online.
3. Complete **Recommendation for Concurrent Enrollment Program form** and obtain all required signatures.
 - Concurrent Enrollment students are not permitted to enroll in any P.E. or basic skills courses such as English 100 level, Math 100 level, and ESL courses. (*Title 5 Regulation, section 55002*)
4. Attach current High School Transcripts. Home school students should also submit a copy of their R4 Affidavits. (*CA Ed Code, section 33190*)
5. Complete **English and/or mathematics assessment**. This step is required for students taking English and/or Math. 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*)
 - Per Chabot English Department, students under 16 who have not achieved junior standing (or demonstrated equivalent) in high school may not enroll in English class at Chabot College. No concurrently enrolled students may enroll in English classes below the transfer/associate degree level (i.e. English 100 level classes).
6. Submit by the deadline in-person or mail all required forms together to: **Chabot College, ATTN: Concurrent Enrollment, Office of Admissions and Records, 25555 Hesperian Blvd., Hayward, CA 94545**
7. Students will be notified when recommendation is approved and be given a date to register online using CLASS-Web.