



Counseling Department · 1100 N. Grand Ave., Walnut, CA 91789 · (909)274-4380

**SPECIAL ADMIT PROGRAM SUMMER 2019: JUNE 20th—JULY 31st 2019**

STUDENT NAME: _____	DATE OF BIRTH: _____
STUDENT ID NUMBER: A _____	HIGH SCHOOL: _____

The Special Admit Program allows a limited number of high school students an opportunity to take advanced scholastic or vocational courses at Mt. San Antonio College. All interested students must meet the admission requirements and complete the necessary steps to be eligible to participate in the program.

Application Steps:

- Step 1:** Apply to the College <http://www.mtsac.edu>.
- Step 2:** Receive and print “Welcome to Mt. San Antonio College” email containing your e.x. Student ID#: [A01768659](#) and Username: [jmountaineer](#)
- Step 3:** Schedule an assessment appointment with the Assessment Center [\(909\) 274-4265](#) (only applicable for students wishing to take a course with prerequisites). Please make sure to identify yourself as a SPECIAL ADMIT student. AQ placement results will not be permitted. Deadline to complete assessment: [05/03/19](#)
- Step 4:** Complete the Special Admit Program Packet with student, parent and principal signatures.
- Step 5:** Schedule and attend Special Admit Approval Session Appointment [\(909\) 274-4380](#). Appointments available by phone beginning: [03/25/2019](#).
- Step 6:** Register for course

Please bring the following required items to the Special Admit Approval Session:

- Photo I.D. (i.e. High School I.D., California I.D.)
- Blue/Black Pen
- Banner Student ID number (i.e. [A01768659](#))
- Signed and completed “Special Admit Program Packet”
- “Welcome to Mt. San Antonio College” email copy containing your student ID number and username
- Current High School Transcripts (unofficial accepted), AP scores, placement test results (AQ placement results not permitted), Mt.SAC transcripts and other college transcripts (if applicable)

***You must bring all required items at the time of your appointment, or you will not be able to participate in the Special Admit Program. Incomplete or missing paperwork/documents will not be accepted. Space is limited and walk-ins are not permitted.***

**Special Admit Approval sessions will be held various dates & times throughout the month of May.**

Fill out the below information when calling the Counseling department to schedule your Special Admit Approval Session appointment. Please have your Mt. SAC student ID number ready. Counseling dept. [\(909\)274-4380](#)

**Approval Session Appointment date:** \_\_\_\_\_

**Approval session time:** \_\_\_\_\_

**Approval session location:** \_\_\_\_\_



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The Special Admit Program allows a limited number of high school students an opportunity to take advanced scholastic or vocational courses at Mt. San Antonio College. Students must meet the following admission requirements to participate in the Special Admit Program. No exceptions.

### **Admission Requirements:**

#### **College-Level Courses:**

1. Parental permission
2. School recommendation from principal/designee
3. Minimum **3.0** GPA
4. Meet all course prerequisites\*
5. Complete Assessment testing on or before 05/03/19 (if applicable)
6. Complete the mandatory Special Admit Approval Session.

**OR**

#### **Occupational Courses\*\*:**

1. Parental permission
2. School recommendation from principal/designee
3. Minimum **2.0** grade point average
4. Meet all course prerequisites\*
5. Complete Assessment testing on or before 05/03/19 (if applicable)
6. Complete the mandatory Special Admit Approval Session

*\*Many courses require an English or Math prerequisite, and students will need to take the English and/or Math placement test. Students should refer to the college catalog or class schedule for specific prerequisite information.*

*\*\* An occupational course is intended to develop skills & related knowledge for job performance. They are designed primarily for job preparation and/or upgrading or updating and not for general education purposes. These courses are part of the course sequence of an occupational program offered by the college.*

### **Key Points to Remember:**

- ✓ Students must submit a new Special Admit packet each term they wish to attend.
- ✓ Students must attend a Special Admit Approval Session each term they wish to attend.
- ✓ Students must apply to college each term they wish to attend.
- ✓ Be prepared to show how you have met a course prerequisite (if applicable)
- ✓ Obtain placement test results PRIOR to your Special Admit Approval Session.
- ✓ Students will be allowed to take only one course per semester.
- ✓ Students who have previously enrolled and who have dropped their courses and/or have not made satisfactory progress will not be allowed to continue their participation in the Special Admit Program.



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Please check the appropriate box	Yes	No
My school principal or designee has recommended me.		
I have parental approval to participate in the program.		
I have completed the Mt. SAC placement test (if applicable).		
I have the required grade point average.		
I have a current copy of my school transcript to verify my grade point average.		
I meet all prerequisites for the class I plan to take including Math/English (if applicable).		
I have read "To the Parent and Minor Student Attending Mt. SAC" information sheet and agree to abide by the student code of conduct.		
I understand that I can only take a course that is not currently available to me at my school.		
I understand that if I do not make satisfactory progress in my course that I will not be allowed to continue to participate in this program.		
I understand that I can only enroll upon approval.		
I have previously attended Mt. SAC as a Special Admit student, and have a copy of my Mt. SAC Transcripts.		

Student Signature \_\_\_\_\_ Date \_\_\_\_\_



## SPECIAL ADMIT PROGRAM SUMMER 2019: JUNE 20th—JULY 31st 2019

It is imperative that parents and minors understand that as students they are entering a college environment, and that carries with it certain possible scenarios, not all of which can be anticipated. The average age of the Mt. SAC student has increased and the student body has become increasingly diverse in all respects. Thus, the atmosphere of classes will frequently reflect this diverse adult population. Some of the circumstances noted below are not different from the high school setting, while others are significantly differently. These precautions are not meant to create undue concern for parents or the minor student, only to serve as an advisory to allow you to manage your particular situation so the minor will have a positive educational experience at Mt. San Antonio College.

### Parents and students should be aware that:

1. All college coursework and grades become a permanent part of the student's official college academic history and transcript. Poor grades have a far-reaching effect on future entrance to the college or university of choice, scholarships, financial aid, awards, etc.
2. Students must abide by the Student Code of Conduct and are subject to the Student Disciplinary Policy. Copies are available in Student Life, Building 9C. All disciplinary incidents become a part of the student's personal history.
3. Students are expected to meet all deadlines, classes must be dropped within the deadlines, grade options selected, assignments turned in on time, etc.
4. Attendance is required, but not monitored as it is in secondary school systems. Most likely, no one will call if a student is absent.
5. Instructors cannot inform parents when classes are cancelled at the last minute or when the class ends early.
6. Instructors cannot supervise a minor while they wait to be picked up.
7. Courses may include frank discussions on sensitive topics.
8. Audio-visual presentations may be graphic in their content.
9. Students may be exposed to vulgar language outside of the classroom.
10. Students may access pregnancy testing, HIV testing and condoms through the Health Center.
11. Group work or class presentations may be expected in class. If required, these activities will be required of all students, regardless of age.
12. If an instructor feels the material is not appropriate for a minor, they may ask the student to withdraw.
13. Students enrolled through the Special Admit Program are not subject to the enrollment fee but are expected to assume the costs of textbooks or other instructional materials and supplies.

### Right to Access

Under section 49061 of the Education Code, parents of community college students do not have a right to access their children's student records, regardless of whether the student is under the age of 18. In accordance with this regulation, the student's college records will be released to parents only with the written consent of the student.

### Transcripts

Transcripts will be issued upon student's written request. The college provides two free official transcripts to students.

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_



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Student Name: \_\_\_\_\_

Mt.SAC Student ID #: **A** \_\_\_\_\_ Birthdate: \_\_\_\_\_

High School: \_\_\_\_\_ Grade Level: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Approval of Parent or Legal Guardian**

I give my approval for the student named above, a minor in my care, to attend Mt. San Antonio College as a Special Admit student. I verify that I have read the Special Note to the Parents and Minor Students Attending Mt. SAC information and understand the responsibilities and expectations of my child attending Mt. San Antonio College as a college student. I also understand and agree to the possibility that my child may be exposed to adult oriented themes and discussions while in class. I also have read the Special Notes to Parents and Minor Students and understand that according to state and federal regulations, my minor’s college records are available to me only with written consent of the student. Under section 49061 of the Education Code, parents of community college students do not have a right to access their children’s student records, regardless of whether the student is under the age of 18. In accordance with this regulation, student’s college records will be released to parents only with the written consent of the student.

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Approval of Principal or Designee**

The above named student is in the \_\_\_\_\_ grade at \_\_\_\_\_ School.

By signing this form I further certify that:

- This student is enrolled for at least the “minimum school day” (EC §48801);
- This student would benefit from “advanced scholastic or vocational work” (EC §48800);
- This course recommended is for enrichment purposes (EC §48800);
- The recommended course is not currently offered at this school;
- The recommended course is not alleviating an academic deficiency or replacing a school requirement.
- I have not given approval to more than 5 percent of the total number of pupils from this grade level to participate in this program (EC §48800) (d) (2). Courses to be taken by a special admit student should be decided in concert with the school counselor. Students are able to enroll in any course if the course prerequisite is met. The student shall receive college credit for community college courses that have been successfully completed at the level determined by Mt. San Antonio College.

Principal/Designee Name: \_\_\_\_\_ Title: \_\_\_\_\_

Principal/Designee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Recommended course (ex. PHYS 2AG): \_\_\_\_\_

Please provide our Mt.SAC counselors with a brief explanation why the student plans to take a college course at Mt.SAC:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_