



EXHIBIT A

Special Admit Program

Please read entire packet before calling.

All Special Admit participants must apply to the College (<http://www.mtsac.edu>) **each term** they wish to attend.

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 forms will **not be accepted!!**

Make an appointment for a Special Admit Approval Session. **!!SPACE IS LIMITED!!** **!!APPOINTMENT REQUIRED!!**

Required items you **must** bring to the Special Admit Approval Session:

- ❖ Picture I.D. (i.e. High School I.D., California I.D.)
- ❖ Blue/Black Pen
- ❖ Mt. SAC Online Admissions Application **Confirmation page**
- ❖ Banner Student ID number (**i.e. A01768659**)
- ❖ Signed Parent and School Approval form (Signed by parent and school principal/designee)
- ❖ Current High School Transcripts (**unofficial accepted**) , AP scores, other college transcripts
- ❖ Placement Test Results (if needed)
- ❖ If you have already taken courses at Mt. SAC, please bring unofficial Mt. SAC transcripts (my.mtsac.edu)

Approval Session Date: _____

You must make an appointment for the Approval Session.

***Approval Session Time:** _____

***Location:** _____

***You will be given this information when you schedule the appointment.**

Mt. San Antonio College Special Admit Program

The Special Admit Program allows a limited number of high school **Juniors** and **Seniors** an opportunity to take advanced scholastic or vocational courses at Mt. San Antonio College.

Admission Requirements:

Students must meet the following criteria to participate in the Special Admit Program:

For Enrollment in a College-Level Course:

1. Parental permission
2. School recommendation from principal/designee
3. Minimum **3.0** grade point average
4. Meet all course prerequisites. 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.
5. Complete Assessment testing **on or before** _____ if needed and complete the Special Admit Approval Session.

OR

For Enrollment in an Occupational Course:

1. Parental permission
2. School recommendation from principal/designee
3. Minimum **2.0** grade point average
4. Meet all course prerequisites. 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.
5. Complete Assessment testing **on or before** _____ if needed and complete the Special Admit Approval Session.

Please note: An occupational course is defined as one which is (all three):

1. **intended to develop skills & related knowledge for job performance.**
2. **part of the course sequence of an occupational program offered by the college.**
3. **designed primarily for job preparation and/or upgrading or updating and not for general education purposes.**

Special Admit Approval Session

Special Admit Approval Session Date: _____

- **You will need to apply to the College, have all documentation completed and have your Banner student ID number (i.e. A01768659) (you will receive an email with your Banner ID) before you can schedule an appointment.**
- To Schedule Special Admit Approval Session Appointments please call (909) 274-4380.
 - Appointments available by phone beginning _____.
- Assessment Center (909) 274-4265..... **Deadline to test is** _____.
- Space is **LIMITED!!!!**
- NO walk-ins permitted to Special Admit Approval Sessions.

Key Points to Remember:

1. Students must submit a new Special Admit packet **each** term they wish to attend.
2. Students must attend a Special Admit Approval Session **each** term they wish to attend.
3. Students must apply to college **each** term they wish to attend.
4. Be prepared to show how you have met a course prerequisite if one is required (see the class schedule).
5. Obtain placement test results **PRIOR** to your Special Admit Approval Session.
6. 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.
7. Students will be allowed to take **only one course per semester**.



Student Checklist

Statement 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.		
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 _____

Special Note to the Parents and Minor Students Attending Mt. SAC

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.

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.

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.

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 (2) free official transcripts to students.

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. Fee information may be obtained from the current Schedule of Classes.

Parent Signature: _____ **Date:** _____

Parent & School Approval Form

Please use **blue** pen

Name: _____

Banner Student ID #: A Birthdate: _____

School Name: _____ Grade in School: _____

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: _____

To be complete by Principal or Designee:

The above named student is in the _____ grade at _____ School.

By signing this form I further certify that:

1. This student is enrolled for at least the "minimum school day" (EC §48801);
2. This student would benefit from "advanced scholastic or vocational work" (EC §48800);
3. This course recommended is for enrichment purposes (EC §48800);
4. The recommended course is not currently offered at this school;
5. The recommended course is not alleviating an academic deficiency or being used to replace a school requirement.
6. 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 (Please print): _____

Designee Title: _____

Principal/Designee Signature: _____ Date: _____

Recommended Course Selection: _____

Please note: The school principal or designee **must** sign the form. Incomplete forms will **not** be accepted.