



Concurrent Enrollment Form

Choose one: Summer/Fall
 Spring Year _____

HS Grade Level: 9 10 11 12

High School Student's Information

Name: _____ SURF #: **W** _____
Last First M.I.
Phone _____ Date of Birth _____ Email Address _____

Parent/Guardian Authorization

I hereby certify that I am the parent/guardian of the above named student. I am in agreement with and give my consent for their attendance at MiraCosta College. I have read and understand the Concurrent Enrollment Instructions and Important Information for Students/Parents/Guardians. I give my permission for emergency first aid and treatment for my minor child/legal ward. I also give permission for them to be treated by a nurse, physician and/or mental health counselor in the Student Health Center at MiraCosta college. I acknowledge that my child will be creating a permanent college academic record at MiraCosta College.

Parent/Guardian (print name) _____

Parent/Guardian's Signature _____ **Date** _____

High School Authorization

The above-named student meets all the following criteria as defined by Education Code 48800-48802 and 76000-76002:

- Is able to benefit from the advanced coursework

For Summer Session Only

- Demonstrates adequate preparation in the discipline to be studied.
- Has exhausted all opportunities to enroll in an equivalent course, if any, at their school of attendance.
- This recommendation does not exceed 5% of the students at the same grade level. I may exceed the 5% rule if the student is taking classes in one of the following areas: courses that apply toward the IGETC or CSU GE breadth requirements or are part of a career-technical occupational sequence.

Name of High School _____ Public Private

Address _____ City _____ State _____ Zip _____

Principal or Designee (print name) _____

Principal or Designee Signature _____ Date _____

Admin email: _____ Phone: _____

Home School Students who are not affiliated with a school district, accredited private school, or San Diego County Office of Education must submit copies of forms their parents have submitted to the CA State Superintendent of Public Instruction verifying they have notified the state appropriately of their home school status.

If private school affidavit is required (please attach):

Requested Class

Class (SOC 101)	Class # (#1256)	Class Title (Intro to Sociology)	Hours (9 am- 12pm)	Days (F)	Instructor (Staff)	Units (3)

I understand that I am responsible for registering myself for the class(es) listed above (exception: Dual Enrollment and GU4C). I understand that approval does not guarantee enrollment. If the class is filled, I will need to obtain a permission number from the instructor once the term begins. **Initial** _____

I am responsible for checking my class schedule on SURF. **Initial** _____

I accept full responsibility for the grade I will receive or for dropping a class I will not attend. **Initial** _____

I understand this application is valid for the current term only and must be resubmitted for following terms. **Initial** _____

I understand that I am not eligible for an early registration date until such time as I have graduated from high school. Please see "Registration Priority" section for more information. **Initial** _____

High School Student's Signature _____ **Date** _____

Office Use Only

- Residency _____ Hold Released _____
- Verif of Private School Affidavit _____ Limitation on Units _____ Student Group _____

Concurrent Enrollment Form Instructions

Eligibility Requirements

- All sections of the Concurrent Enrollment Form must be completed for each semester of attendance until high school graduation.
- Student must be concurrently registered in high school.
- Student is limited to 11.0 units per term (8.0 units for summer session) at MiraCosta College.
- A minor student under the age of 18 must obtain signatures of both a parent/guardian and the high school principal (or designee). A student age 18 or older must obtain the signature of the high school principal (or designee).

Please note MiraCosta classes fill up quickly. Complete your enrollment steps as early as possible.

Steps for Enrollment

1. You must be registered in high school and have completed the 8th grade or are at least 15 years of age.
2. Submit a free credit Application online at miracosta.edu/apply.
 - a. Acceptance of the Application for Admission and this form do not guarantee enrollment in the class. Students must go through the enrollment process and are subject to all requirements including but not limited to prerequisites, co-requisites, audition and other enrollment restrictions.
3. Submit the Concurrent Enrollment Form with:
 - a. All required signatures [student, parent (if student is under 18) and principal (or designee)].
 - b. Copy of parent's Home School Affidavit – required for home-schooled students.
4. Clear class prerequisites if applicable. MiraCosta College enforces all course prerequisites. If you want to take a course with a prerequisite that you cleared in high school, you will need to submit a 'Priority Enrollment/ Prerequisite form' along with a copy of your high school transcript (unofficial is sufficient). It can take up to 3 days to clear a class prerequisite.
5. Register for the classes listed on this form. You can find your "Online Registration Date and Time" by logging into your SURF account.
6. Make sure you pay any fees prior to the payment deadlines found in the class schedule.
 - a. High school students registered part-time in college credit classes are exempt from the enrollment fee but may be subject to all other fees, health fee, student center fee and in certain cases non-resident tuition. Fees are due according to the fee payment deadlines schedule in the class schedule. Failure to pay may result in being dropped from the class.

Student Support Services

- At MiraCosta we are here to support you both inside and outside of the classroom.
- As a MiraCosta student, you have access to FREE Student Support Services:
 - library
 - tutoring
 - activities
 - clubs
 - and much more! (Please visit: <https://www.miracosta.edu/student-services/>)

Important Information for Students and Parents/Guardians

Rights and Responsibilities of Students

- Students registered in MiraCosta College courses are expected to adhere to MiraCosta College policies on student responsibilities, standards, and conduct at all times. Student rights and responsibilities are outlined in the MiraCosta College catalog. The catalog is available online through the college website www.miracosta.edu and includes course information and college policies such as grading, course repetition, enrollment procedures and course transfer. All students are directed to read the sections on Academic Standards and Policies, Student Support Programs and Services, Student Rights and Responsibilities and Standards of Conduct.

Parents and Students should be aware that:

- When a student has reached 18 years of age or when a minor student becomes a student at any college, all rights accorded to, and consent required of, parents transfer to the student regarding the disclosure of personally identifiable information from education records (section 99.5 of the Family Educational Rights and Privacy Act). Parents do not have the right to inspect the student's records or gain access to information related to the student's attendance at MiraCosta College without the student's written consent unless an exception under the Family Educational Rights and Privacy Act applies.
- All students, particularly minor students, and their parents/guardians must also understand that student is entering a college environment, which is designed with adults in mind. Thus, the atmosphere of the campus in general, and of classrooms in particular, will frequently reflect an adult population.
 - Courses may have frank discussions about sensitive topics.
 - Audio-visual presentations may be graphic in their content.
 - Students may be exposed to vulgar language outside of the classroom.
 - Students may have access to pregnancy and HIV testing and condoms through the student Health Services.
- Instructors cannot inform anyone, including parents, of last minute class cancellations or early class releases. If classes are released early, instructors are not responsible for any students while they wait for pick up.

Registration Priority

- Per State Education Code 76001, students registered under these procedures must be assigned the lowest registration priority so as not to displace regularly admitted students.

MiraCosta Transcripts

- At the end of the semester, official MiraCosta transcripts can be ordered at miracosta.edu/transcripts.
 - The first two transcripts ever requested are free; thereafter, \$5.00 per copy. A \$2.00 handling fee will be added to the transcript requests submitted through our online method.
- For instructions on how to view your unofficial MiraCosta transcript, please visit miracosta.edu/surftutorials.

Public and Private School Information

- High school principals may recommend college enrollment for students who have demonstrated adequate preparation in the discipline to be studied.
- Discuss appropriate course selection with the student.
- Indicate at what level of high school the student is registered. The student must be a freshman, sophomore, junior or senior to register at MiraCosta College.

Private School Information

- Regulations (48800 and 76001(a)) require that high school students from private high schools may register as special part-time community college students upon petition of the parent. Assessment of appropriate placement into college credit classes may be determined by the private high school representative.
- Approval for enrollment in college classes will only be accepted from Private schools which have filed the proper affidavit with the Superintendent of Public Instruction. Private schools not listed as active on the California Department of Education website (<http://www.cde.ca.gov/ds/si/ps/>) must provide the college with proof of filing the affidavit.
- Home-schooled students must provide proof of filing as a private school with the Superintendent of Public Instruction OR may obtain sign-off from the local public high school that the student would normally be attending. The local high school must be willing to accept home schooling as valid school attendance and determine whether the pupil has completed coursework sufficient to prepare them to undertake college-level coursework.

For more information, please contact the Admissions and Records Office:

MiraCosta College 1 Barnard Drive Oceanside, CA 92056 Phone: 760.795.6620 / Email: admissions@miracosta.edu