

Term:  FAL  SPR  SUM Year: 20\_\_\_\_

Eligible high school students may attend Riverside City College classes on their high school campus if they meet certain qualifications. Students will earn both college and high school credit for these courses. All RCC fees are waived. Interested high school students must meet **ALL** of the following requirements:

- Have a cumulative GPA of 2.0 or higher
- Attend high school at least a minimum day (not required for summer term)
- Approval from High School Principal or Designee
- Attend a local high school participating in this program (AUSD, JUSD, RUSD)

Students who meet these requirements must submit the following items in order for eligibility to be determined:

1. RCC Online Admission Application Confirmation Page
2. Official High School Transcripts (in a sealed envelope and printed in the last ninety days)
3. *School/Parent Approval Form* (signed by all required parties)

Approved students can register online via RCC's MyPortal or by completing a CCAP add card, which is available at your high school guidance office. The class must be added prior to the add deadline, which can vary from class to class. Check with the schools guidance counselor if you aren't sure.

Last Name	First Name	M.I.	RCCD ID# or SSN
Number and Street	Apt#	City	State    Zip
(_____) _____			
Phone Number	Email Address	Age	Date of Birth    Grade

**Pathway:**

- |  |   |  |  |
|--|---|--|--|
| <input type="checkbox"/> Advanced Technical Trades | <input type="checkbox"/> Business, Info Systems, & Technology | <input type="checkbox"/> Education & Teacher Prep. | <input type="checkbox"/> Health-Related Sciences             |
| <input type="checkbox"/> Language & Humanities     | <input type="checkbox"/> Social & Behavioral Sciences         | <input type="checkbox"/> STEM                      | <input type="checkbox"/> Visual, Performing, & Creative Arts |

**High School Principal/Designee Approval:**

*I certify this student has the ability to benefit from taking advance scholastic or vocational work and/or is identified as being underrepresented in higher education. I make this recommendation as the principal of the student's school of attendance or I have been given authorization to make this recommendation on behalf of the principal. If applying for RCCD's fall and spring sessions I verify that this student meets the requirements to participate in the Dual Enrollment program at Riverside City College District. (CA Ed Code 48800, 48800.5, 76000, 76001, 76002, and 76004)*

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **High School:** \_\_\_\_\_  
Principal or Designee

**Parent/Guardian Approval:**

1. **Student Responsibilities:** Students must act on their own behalf. Parents, guardians, relatives, or friends are not permitted to enroll, drop, or add classes on behalf of the student. The same applies to requesting transcripts or grade verifications if a personal copy is requested.
2. **Student Records:** Even though the student is also enrolled in high school, they will be creating a permanent academic record at RCCD. Under Section 49061 of the Education Code, parents of community college students do not have a right of access to their children's student records, regardless of whether the student is under the age of 18. In accordance with this regulation, students' college records will be released to parents only with the written consent of the student.
3. **Information Sharing:** Through this CCAP partnership, RCC and the high school will be sharing pertinent information regarding students enrolled in CCAP classes. Information includes, but is not limited to: academic performance, disciplinary issues and test scores.
4. **Contacting Instructors:** Your student is enrolled in a college course and it is important to understand that instructors work directly with students, as opposed to the type of parent interventions you may be accustomed to at the high school level. Under FERPA (Family Educational Rights and Privacy Act), instructors are not required to discuss student performance or other student-related issues with parents. Riverside City College does not accommodate parent requests to contact instructors.
5. **Course Content/Material:** Riverside City College is an adult learning environment. As such, discussion topics and course materials are generally designed for adult students and may not be appropriate for younger students.
6. **Supervision of Minors:** Riverside Community College District assumes no responsibility for the supervision of minor students outside of the classroom setting. Parents are responsible for providing transportation and ensuring that their children are appropriately supervised before and after class.

Signature on this document certifies that I have read, understand, and agree to the above policies and requirements and that my child/legal ward intends to register in public college classes that are **not** specifically designed for students under age 18, and that Riverside Community College District accepts no responsibility for any extraordinary supervision of students less than 18 years of age. Further, I accept responsibility for my child/legal ward's behavior while he/she is attending a Riverside Community College District class.

Furthermore, I give permission for emergency first aid and treatment for my child/legal ward in the event of an accident or sudden illness. I also give permission for him/her to be treated by a nurse, physician, and/or mental health counselor at the Health Services Center if the student is on the RCC campus.

**Name (Please Print):** \_\_\_\_\_ **Relationship to Student:** \_\_\_\_\_

**Parent/Guardian Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**High School Student:**

1. **Maximum Units:** Students cannot register for more than 8 units during the fall/spring term and no more than 5 units during the summer term.
2. **Restricted Courses:** Students must enroll in the classes on the pathway as agreed upon between RCC and the high school. The following classes *may not* be taken by high school students: **All Kinesiology (KIN) courses**. Additional course restrictions may be included at the discretion of the college.
3. **Pre-Requisite Requirements:** When a course has a pre-requisite requirement, it means the student must demonstrate pre-existing knowledge and/or skills to be successful in the course by completing the required previous course(s). Please check with your guidance counselor if you have questions about which courses you can take.
4. **Course Registration:** Please note that submitting this approval form and required documents to Admissions & Records **does not** register you in the course. It is the student's responsibility to register for the course(s) in accordance with all college deadlines.
5. **Rules & Regulations:** All CCAP students are responsible for complying with the rules and regulations of the college as published in the Riverside City College Catalog and schedule of classes.
6. **Information Sharing:** Through this CCAP partnership, RCC and the high school will be sharing pertinent information regarding students enrolled in CCAP classes. Information includes, but is not limited to: academic performance, disciplinary issues and test scores.
7. **Grades:** The grade(s) you earn in your class(es) will become part of your official college academic record. It is your responsibility to make sure your high school receives college transcripts that you may need in order to receive high school credit. You can request transcripts via Credentials on RCC's website. A valid photo ID will be required to pick up a transcript in person.

I have read, understand, and agree to the above policies and procedures to be admitted as a CCAP student and I affirm that I attend high school classes for at least a minimum day, have availed myself of all opportunities to take these classes at my school, and can benefit from college level courses.

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

**RCC OFFICE USE ONLY**

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Application Confirmation Page        | <input type="checkbox"/> All Required Signatures Provided | <input type="checkbox"/> Denied             |
| <input type="checkbox"/> Official High School Transcript      | <input type="checkbox"/> 2.0 GPA Verified on Transcript   | <input type="checkbox"/> Approved           |
| <input type="checkbox"/> Meets Age or Grade Level Requirement | <input type="checkbox"/> Flagged                          | <input type="checkbox"/> Approved by: _____ |