

Admissions & Records Adult Education Concurrent Enrollment School Approval Form

Eligible adult education students may attend Riverside City College if they demonstrate college readiness. Interested adult education students must meet the following requirement:

- Be enrolled in an adult education program completing a high school diploma, GED, or equivalency certificate

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 Transcripts (in a sealed envelope and printed no more than ninety days ago) or official documentation of enrollment from your adult school
3. *School Approval Form* (signed by all required parties)

Incomplete packets will not be accepted. In order to be considered for the Adult Education Concurrent Enrollment program, original documents of all the required items must be submitted to the Admissions & Records Office in person or through email at least two weeks before the term begins. The email is DualEnrollment@rcc.edu.

Approved students will receive an email to their RCCD student email with instructions on how to enroll. The class must be added prior to the class' add deadline.

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

Terms of Planned Attendance: ☐ SUM ☐ FAL WIN ☐ SPR Year: 20_____

Adult Education Program Approval:

- Is the student currently enrolled in a program to receive a high school diploma, GED, or equivalency certificate? Yes No

Adult Education Program	City	District
-------------------------	------	----------

Name (Please Print)	Title	Phone Number
---------------------	-------	--------------

Signature: _____ **Date:** _____

Adult Education Student:

1. **Maximum Units:** Students cannot register for more than 11 units during the fall/spring semester and no more than 5 units during the summer term.
2. **Restricted Courses:** Students may enroll in most college level courses, provided they meet the necessary prerequisites. The following classes *may not* be taken high school students: **All Kinesiology (KIN) courses.** Additional course restrictions may be included at the discretion of the college.
3. **Moreno Valley College/Norco College Courses:** Students are allowed to add general courses at Moreno Valley College or Norco College in accordance with each college's high school concurrent enrollment policies and procedures.
4. **Pre-Requisite Requirements:** When a course has a pre-requisite requirement, it means that a student must demonstrate pre-existing knowledge and/or skill to be successful in the course by completing the required previous course(s).
5. **Fees:** Adult education students are not required to pay enrollment fees. However, students taking courses are required to pay a Health Fee, Student Services and Transportation Fee during every term they attend. Other costs, such as materials, books, and parking permits are to be paid by the student.
6. **Waitlists:** Adult education students cannot waitlist any Riverside City College class.
7. **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. It is the student's responsibility to submit the Adult Education Concurrent Enrollment add card to the Admissions & Records office prior to the add deadline.
8. **Rules & Regulations:** All Adult Education Concurrent Enrollment 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.
9. **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 school receives college transcripts that you may need in order to receive credit. You can request transcripts online via Credentials on the RCC website. A valid photo ID will be required if you request an in-person pickup.

Student Signature: _____ **Date:** _____

☐ Flagged
☐ Student Notified
☐ Approved by: _____