

**CHAPTER 7: Student Services**  
**ADMINISTRATIVE PROCEDURE NO. 7.01.2 (AP 5011)**

**ADMINISTRATIVE PROCEDURE**  
**San Mateo County Community College District**

**Subject:** AP 7.01.2 Admission of Concurrent Enrollment High School Students, Middle College High School Students, Other Young Students, and Non-immigrant Visitor Students

**Adoption Date:** 8/13

**Policy References:** Education Code Sections 48800, 48800.5, 76001, and 76002

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**Admission of Concurrent Enrollment of High School, Middle College High School, and Other Young Students**

1. To be considered for admittance as a special part-time student, the student must meet the eligibility standards as established in Education Code Sections 48800 and 76001.

Admission is subject to seat availability. The student must submit:

- a. application for admission;
- b. program request form;
- c. written and signed parental or guardian consent;
- d. written and signed approval of his/her principal. A parent or guardian of a pupil who is not enrolled in a public or private school may petition directly without the signature of a principal.

2. To be considered for admission as a special full-time student, the student must meet the eligibility standards as established in Education Code Section 48800.5.

Admission is subject to seat availability. The student must submit:

- a. district application for admission;
- b. written and signed parental or guardian consent;
- c. written and signed acknowledgment of his/her principal. A pupil who is not enrolled in a public or private school does not need to provide written acknowledgment from his/her school principal;

3. To be considered for admission as a special summer session student, the student must meet the eligibility standards as established in Education Code Sections 48800 and 76001.

The student must submit:

- a. district application for admission;
- b. written and signed parental or guardian consent;
- c. written and signed approval of his/her principal that the student has availed himself/herself of all opportunities to enroll in an equivalent course at his/her school of attendance; and demonstration that the student has adequate preparation in the disciplines to be studied, if needed.

4. All required documents shall be sent to the Admissions Office.

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5. Special part-time students may enroll in up to, and including, 11.5 units per semester, or the equivalent thereof, at the community college.

**High School Students:**

For students attending high school, the Vice President of Student Services or designee may review the materials, and, if needed, may determine if the student has the abilities and sufficient preparation to benefit from instruction at a community college. The decision of the Vice President of Student Services or designee shall be final. This determination may be done by one or more of the options listed below:

- a review of the materials submitted by the student;
- meeting with the student and his/her parent or guardian;
- consideration of the welfare and safety of the student and others; and/or
- consideration of local, state, and/or federal laws.

**Middle and Lower School Students:**

For students attending middle and lower schools, the determination shall be made by the Vice President of Student Services or designee. The school must provide transcripts and a letter signed by the principal indicating how in his or her opinion the student can benefit from instruction. The Vice President of Student Services or designee may determine if the student has the abilities and sufficient preparation to benefit from instruction at a community college, and that the student's safety and that of others will not be affected. The decision of the Vice President of Student Services or designee shall be final. Once a decision has been made, the student, his/her parent or guardian and the school principal shall be informed of the decision. This determination may be done by applying one or more of the following criteria:

- a review of the materials submitted by the student;
  - a review of the student's placement tests;
  - meeting with the student and his/her parent or guardian;
  - consultation with appropriate division deans
  - consideration of the welfare and safety of the student and others;
  - consideration of local, state, and/or federal laws;
  - review of the content of the class in terms of sensitivity and possible effects on the minor;
  - requirements for supervision of the minor; and/or
  - times the class(es) meet and the effect on the safety of the minor.
6. If a request for special part-time or full-time enrollment is denied for a pupil who has been identified as highly gifted, the Board of Trustees shall provide written findings and reasons for the denial within 60 days. A recommendation regarding the request for admission, and the denial shall be submitted to the Board of Trustees at a regularly scheduled meeting that falls at least 30 days after the request for admission has been submitted.
  7. Students will be granted college credit for all coursework that is successfully completed. Students may request that an official transcript be sent to their high school registrar to be considered toward high school graduation.

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8. Special part-time or fulltime students shall be assigned a lower enrollment priority, except for students attending a middle college high school program if the student is seeking to enroll in a course that is required for the student's middle college high school program, to ensure they do not replace regularly admitted students. The priority registration dates are set for each registration cycle by an established District committee.
9. The Vice President of Student Services or designee maintains records of enrollment for of special part-time and fulltime students for state apportionment purposes.
10. In order to claim apportionment for K-12 students, the following criteria are met:
  - a. The class is open to the general public
  - b. The class is advertised as open to the general public in one or more of the following:
    - i. The college catalog
    - ii. The regular schedule of classes
    - iii. An addenda to the catalog or schedule
11. If the decision to offer a class, other than a contract education class, on a high school campus is made after publication of the regular schedule of classes, and the class is only advertised to the general public through electronic media, the class must be advertised for a minimum of 30 continuous days prior to the first meeting of the class.
12. If the class is offered on a high school campus, the class may not be held during the time the campus is closed to the general public, as defined by the school Board of Trustees.
13. If the class is a physical education class, no more than 10 percent of the enrollment of the class may consist of special part-time or full time students, unless it is a contract education course for which the district does not claim apportionment.

**Admission of Non-immigrant Visitors**

1. Non-immigrant visitors who are precluded from establishing domicile in the United States in accordance with the Immigration and Nationality Act, the California Education Code, and the California Code of Regulations, Title 5, may enroll in any College in the District as a non-resident. Applicants in this status must:
  - a. Meet all applicable general admission requirements as set forth in Board Policy, 7.01, Eligibility Requirements for Admission of Students.
  - b. Present evidence, if conflicting information has been submitted, that the passport and Visa are dated to permit study for the duration of the program of study for which enrollment is being requested.
  - c. Enrollment may be subject to Visa limits on units.
2. Non-immigrant visitors holding a B-1 or B-2 Visa, except concurrent enrollment students, are not eligible to enroll in credit classes at any College in the District.
3. A student holding an F-1 visa with an I-20 issued by another educational institution, or the dependent of a student in that category, may be admitted as a part-time student not to exceed six units each semester.

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4. Non-immigrant visitors who are eligible to establish domicile in the United States in accordance with the Immigration and Nationality Act, the California Education Code, and the California Code of Regulations, Title 5, may be admitted to any of the Colleges in the District without restriction and shall be eligible to establish residency. AB 540 students who have attended high school in California for three or more years and have graduated or attained the equivalent prior to the start of the term are exempt from paying the non-resident tuition, but will not be classified as California residents.
5. All non-immigrant visitors shall be subject to residency classification in accordance with the California Education Code, and the California Code of Regulations, Title 5. Students classified as non-residents will be required to pay non-resident tuition.
6. The various visa types are summarized in the below table. Students with any of these visa types are not eligible to establish residency.

Class of Non-immigrant

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A	Foreign Government Official
C	Transit
C-1/D	Combination transit/crew member (indiv. iss.)
D-Crewlist	Crew member (individual issuance) and Crewlist Visas
E	Treaty trader or investor
F	Student
G	Representative/Staff of international organization
H	Temporary worker and Trainee
I	Representative of Foreign Information Media
J	Exchange visitor
K	Fiance(e) of U.S. citizen
L	Intracompany Transferee
M	Vocational student
N	Certain Relatives of SK Special immigrants
NAFTA	NAFTA Professional
NATO	NATO Official
O	Person with extraordinary ability in the Sciences, Arts, Education, Business, or Athletics
P	Athlete, Artist or Entertainer
Q	International Cultural Exchange Program Participant
R	Person in a Religious Occupation
S	Informant Possessing Information on Criminal Activity or Terrorism
T	Victim of a Severe form of Trafficking in Persons
U	Victim of Criminal Activity
V	Spouse/Child of Lawful Permanent Resident Awaiting Availability of Immigrant Visa