

COLLEGE OF THE DESERT
REQUIREMENTS FOR ADMISSION OF STUDENTS IN 11th & 12th GRADES

Application Does Not Apply to Students Who Will Officially Graduate Before Classes Begin

Application Deadlines

Spring 2010
Fall 2010

January 19
August 16

In accordance with the California Education Code, §48800-48802 & §76000-76002, College of the Desert (COD) will consider students in **11th and 12th grades only** for concurrent enrollment as part-time Special Admit Students. The intent of the "Presley Bill" allowed for enrollment of high school students, to provide an opportunity for students who are capable *of advanced work that is not offered in the high schools*. Students will be considered for admission only for reasons consistent with the intent of the program. **Examples of unacceptable reasons include** decreasing the time needed to graduate from high school, substituting for course work not available in home-study programs or private schools, and taking course work equivalent to courses offered in high schools (below college-level).

Students who wish to enroll in *types* of courses that are offered in their local school districts also will be denied admission. For instance, Physical Education is offered in the local schools. Requesting to take fencing because that specific sport is not offered is not acceptable. Additional examples of inappropriate courses include English or English as a Second Language (ESL) 050 and 051, Reading 050 and 051, Math 040, 050 and 057, PE, and beginning music performance or art activity courses. Course work taken at College of the Desert by Concurrently Enrolled student will be placed on a COD transcript and become part of the student's permanent record.

Admission Requirements

The Dean of Enrollment Services in consultation with the Dean of Student Support Programs and Services based on the following will evaluate applicants for readiness for college-level work.

- ◆ Cumulative grade point average (GPA). Minimum required is 3.00 (B average).
- ◆ A student must be enrolled in 11th or 12th grade.
- ◆ If cumulative GPA is below 3.00, the application packet must include a strong letter of recommendation from a counselor, principal, or teacher.
- ◆ Student's scores on the College of the Desert assessment tests in Sentence Skills, Reading, and Mathematics. To arrange to take the tests, call 760-776-7413. The computerized tests take approximately 1.5 to 2 hours to complete.
- ◆ Personal statement written by the student explaining why he/she wants and needs to take the course and why permission to do so should be granted.
- ◆ Approval of the COD course instructor and/or a personal interview with the COD instructor, counselor, or Dean of Enrollment Services **may be required** after the application packet has been evaluated.

Exceptions to the Above

Students who have auditioned and been accepted for a performing role in a theatre arts or music production need only submit the COD Application for Admission, the attached *Special Student Application for Concurrent Enrollment*, and written permission of the appropriate COD Instructional Dean and faculty member.

Students wishing to enroll in a vocational course (i.e., Automotive) need not submit a letter of recommendation, if recommended for enrollment by the COD instructor. All other documents must be submitted.

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Application Packet

The following must be submitted together in one packet to the Admissions and Records Office:

- COD Application for Admission (may be completed and submitted on line at www.cccapply.org).
- Attached *Special Student Application for Concurrent Enrollment* (completed by student and signed by student, parent or legal guardian **and** student's school principal or designated official).
- Official** high school transcript of schoolwork completed to date showing grades or marks earned.
- Results of the COD Assessment Tests for placement levels in English, mathematics, and reading.
- Student's personal statement.
- Letter of recommendation, if required as indicated under *Admission Requirements*.
- Home-schooled students also must submit copies of forms their parents have submitted to the California State Superintendent of Public Instruction verifying they have notified the state appropriately of their student's home-schooled status.

Additional Critical Information

- ◆ Consult the Schedule of Classes before completing an application to make certain the desired course is offered during the term for which application is being made.
- ◆ The entire application process must be repeated each term the student wishes to take additional course work.
- ◆ Special Admission students may not participate in priority registration.
- ◆ Registration instructions will be given by the Admissions and Records Office after admission is granted.
- ◆ Special Admission does not guarantee registration for a specific section of a course. The section offered on the days and at the time desired by the student may be filled prior to the student's registration.
- ◆ All prerequisite, co requisite, and advisory course requirements must be met prior to enrollment.

(Revised 09/2009)

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For Principal or designee of public, private and Riverside County Office of Education schools

Note: In order to waive the principal/designee requirement, students who are not affiliated with a school district, accredited private school, or the Riverside 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 student's home-schooled status.

*I certify this student has the ability to **benefit from taking advanced scholastic or vocational work**. If applying for the COD's summer session I certify that this student has demonstrated adequate preparation in the discipline to be studied and has exhausted all opportunities to enroll in an equivalent course at his/her school of attendance. I further certify that for summer session I will recommend no more than 5% of the total number of pupils who completed that grade immediately prior to the time of recommendation. I understand that it is the responsibility of the high school district to ensure that the 5% limitation on summer school enrollments is honored. CA Ed Code 48800, additionally I have reviewed the application and acknowledge the deadline dates above.*

Name: _____ Title: _____
(please print) Principal or designee – Names must be on file in COD Admissions or application will be denied.

Signature: _____ Date: _____
(Required)

For Parent/Guardian:

I give my permission for emergency first aid and treatment for my minor child/legal ward. I also give my permission for him/her to be treated by a nurse, physician and/or mental health counselor in the Student Health Center of the Desert Community College District.

I understand that my child intends to register in public college classes that are open to a diverse population, and that Desert Community College District accepts no responsibility for any extraordinary supervision of students less than 18 years of age. I have read and understand the attached cover sheet. I acknowledge that my child will actually be creating a permanent college academic record at College of the Desert, even though he/she is concurrently enrolled in high school.

Please note: Your son or daughter will be exposed to a diverse population in educational programs designed for the adult learner, which may involve sensitive topics that might be considered controversial or offensive to some. Your signature on the reverse side of this form acknowledges your receipt of this information and stipulates your permission for your child to enroll in a college level course and participate in all required activities that may include field trips off campus.

Parent/Guardian Name: _____
(please print)

Signature: _____ Date: _____
(required)

Admissions and Records use only:

- | | |
|--|---|
| <input type="checkbox"/> Current application on file | <input type="checkbox"/> Personal Statement |
| <input type="checkbox"/> School/Parent Approval Form with all signatures | <input type="checkbox"/> Letter of Recommendation |
| <input type="checkbox"/> Official transcript in a sealed envelope | <input type="checkbox"/> Copy of COD Assessment Test scores |

Reviewed by _____ Date _____ Approved Denied (Revised 09/2009)