ORANGE COAST COLLEGE
NON-CREDIT COURSES FOR MINORS PERMISSION FORM

The following 9th-12th grade student requests permission to enroll at Orange Coast College in non-credit courses not available at their high school. Please complete, sign, and email this form to the Dual Enrollment Office at **dualenrollment@occ.cccd.edu** for each course/semester you would like to enroll.

Note: **Students must submit a Non-Credit Application to OCC and receive a Coast District (OCC/GWC/CC) Student ID number/ email PRIOR to submitting this form. All dates should be formatted in mm/dd/yyyy. Use black ink only. ALL FIELDS BELOW ARE REQUIRED.**

ENROLLMENT PERIOD   Fall   Spring/Intersession   Summer   **Year:** _____
Select ONE Semester

STUDENT INFORMATION

_____   _____   _____

Last Name   First Name   Middle Name

_____   _____   _____   _____

Date of Birth   Age   Current High School Grade Level   Expected H.S. Graduation Date

_____   _____   _____   _____   _____

Street Address   City   State   ZIP Code   Phone #

_____   _____   _____   _____

Coast District Student ID#   Coast District Student Email   **Student Signature**   **Date**
C0#######   *username@student.cccd.edu*

PERMISSION OF THE PARENT (I have read, understand, and agree to the Non-Credit Course for Minors Requirements as stated on the reverse side of this form, and I authorize my child to enroll.

_____   _____   _____

Parent Name (Please Print)   **Parent Signature**   **Date**

Note: Please include alternative courses (if any), in the event that the course is full. This form does not guarantee a space in the course(s). All course prerequisites must be met prior to enrolling in classes.

EXAMPLE: Course #0   *Subject/Number:* **ENGL A001N**   *Title:* ***Grammar Within Reach***

Course #1:   Subject/Number: _____   Title: _____

Course #2:   Subject/Number: _____   Title: _____

Course #3:   Subject/Number: _____   Title: _____

Course #4:   Subject/Number: _____   Title: _____

Course #5:   Subject/Number: _____   Title: _____

_____   _____

High School Name   Complete Addess, Street, City, State, ZIP Code

vCC23

<u>**PLEASE COMPLETE THE FOLLOWING STEPS TO ENROLL:**</u>

STEP 1 – APPLY FOR ADMISSION – You should **Submit a Non-Credit Application to OCC** for the first semester you plan to attend. You do not need to re-apply in subsequent semesters unless you skip 2 primary semesters or will be graduating from high school to attend as a first-time college student. Once you submit your application you will receive an email confirmation. After 3-7 business days you will receive your acceptance email containing your student ID# and email address.

STEP 2 – COMPLETE THE NON-CREDIT COURSES FOR MINORS PERMISSION FORM (this form) **–** Complete this form after you are admitted and have received your Coast District Student ID Number. Review the **Class Schedule** and find the non-credit courses that will work for you, fill in your courses, then email this form to **dualenrollment@occ.cccd.edu**. Once this form has been received and processed, the Dual Enrollment Team will post permission to take the course(s) listed on this form so that you may register on or after your registration date and time. You will be notified through your Coast District email when the form is processed. *This form is good for non-credit courses at OCC only. If you want to take non-credit courses at Coastline College or Golden West College, you will need to complete separate permission forms for those colleges.*

STEP 3 – REGISTER FOR THE COURSE(S) – You may register for the course(s) for which you have been approved anytime on or after your registration date and time. You must meet all course pre-requisites. If the course(s) you are approved for is/are closed, you may petition the course(s) by attending the first-class meeting and requesting an "Add Permit" from the instructor (follow the instructions to register on the permit).

<u>**IMPORTANT INFORMATION FOR YOUR SUCCESS AT ORANGE COAST COLLEGE**</u>

1. **TRANSCRIPTS -** Enrollment at Orange Coast College creates an official college transcript, which is released only with the request and signature of the student regardless of the student's age. You are fully responsible for your academic record after you have registered for your course. Grades are available approximately 15 working days after the end of the semester. Students may access their grades via the **MyCoast** portal. Official transcripts may be ordered several weeks before the end of the semester and are processed in the order received once grades are available.

2. **FIRST DAY OF CLASS -** Students must attend the first-class meeting or risk being replaced by another student at the discretion of the instructor. A one-semester course typically covers the content of a full-year high school course. Coast District students are expected to study a minimum of two hours outside of class for each hour of classroom instruction.

3. **DROPPING A CLASS -** If you decide not to attend, officially withdrawing from the course on **MyCoast** is your responsibility. There are specific deadlines for fee obligation, refunds, "W" grades, and letter grades. Please check your **Student Class Program (Web Schedule Bill)** via your **MyCoast** portal, **OCC website**, or call the Answer Center at (714) 432-5772 to verify deadlines.

4. **PROGRAM POLICIES -**

   - **OCC offers an adult learning environment**. Parents and students are requested to select appropriate classes, subject to college policy and procedures. The school and the college determine who may enroll based on their judgment of the applicant's eligibility. The college has the right and responsibility to restrict enrollment for reasons of health and safety, appropriateness of the course, preparedness of the student, availability, registration policy, and college policy. Minimum school day attendance at the student's regular school is required by law.
   - **Students must complete all required steps** for approval prior to enrollment for each course and semester.
   - **Students are responsible** for all rules and regulations at OCC and are expected to read the admissions and registration instructions in the current OCC **Class Schedule**, **Catalog**, and **college website**.