

GAVILAN COLLEGE

ENROLLMENT PROCEDURES FOR SPECIAL STUDENTS (High School Contract Students)

A student whose age or class level is equal to grades 9 - 12 may attend Gavilan College as either a special part-time student or a special summer session student for advanced scholastic, vocational, or physical education courses in accordance with the policy adopted by the Board of Trustees.

All admitted students must meet matriculation requirements as applicable including assessment of math and English skills, will receive college credit, and will provide their own textbooks and instructional materials.

Special students may file an Application for Admission at any time and may register during the Open Registration period after completing the placement assessment. A completed Special Student Status Contract form with an official copy of the high school transcript attached is required before registering.

In general, Special Students must have a minimum cumulative grade point average of 2.00, be in good standing and eligible to continue at the last school of attendance. All course advisories and prerequisites will be enforced. The instructor of the Gavilan course in which the student is enrolling may evaluate the student's ability to benefit from instruction when the course begins. The instructor may request the administrative withdrawal of a student if appropriate. All students are subject to the College's academic rules, regulations and codes of conduct. A transcript of the term's coursework will be sent to the high school when final grades have been posted.

For additional information regarding this policy, contact the Admissions and Records Office at 408 848 4736 or the Counseling Office at 408 848 4723.

- **Special Summer Session Students (5 semester units maximum)**
Students enrolled in public or private school will:
 1. Complete a contract form verifying:
 - a. Consent of parent or guardian
 - b. Recommendation and consent of school principal or designee verifying:
 - that the student is in good standing,
 - that an equivalent course is not available to the student at the student's school of attendance, and
 - the student has the ability and maturity to benefit from college level instruction.
 - c. Interview with a Gavilan College counselor
 - d. If "home schooled", verification that the school is registered with the school district in which it operates.
 2. Complete a skill level assessment in math and English,
 3. Provide a transcript from the last school of attendance verifying a minimum cumulative grade point average of 2.0, good standing and eligibility to continue.
 4. Register for classes.

- **Special Part-time Students for Fall or Spring Semester (6 semester units or fewer)**

Students concurrently enrolled in a public or private high school will:

1. Complete a High School Contract form verifying:
 - a. Consent of parent or guardian
 - b. Recommendation and consent of school principal or designee with verification that the student is in good standing and has the ability and maturity to benefit from college-level instruction
 - c. approval of Gavilan College counselor
2. Complete a skill level assessment in math and English
3. Provide a current official transcript from the last school of attendance verifying a minimum cumulative grade point average of 2.0, good standing and eligibility to continue.
4. Register only for advanced scholastic and vocational courses.

- **Special Part-time Students Not Enrolled in Any School (6 semester units or fewer)**

Students whose age or class level is equal to 9 - 12 will:

1. Complete a High School Contract form verifying:
 - a. Consent of parent or guardian
 - b. Verification of non-enrollment and release from the school district in which the student resides
 - c. Interview with a Gavilan College counselor
2. Complete a skill level assessment in math and English
3. Provide a current official transcript from the last school of attendance verifying a minimum cumulative grade point average of 2.0, good standing and eligibility to continue.
4. Register only for advanced scholastic and vocational courses.