

Ohlone College – SUMMER 2016
ADMISSION INSTRUCTIONS FOR K-9th GRADE STUDENTS
(Please complete the form in black or blue ink)
EXPLORER'S PROGRAM



Deadline for permission packets: June 6, 2016 (No Exceptions)

Admission for students who have not yet completed the 9th grade is approved **only** in exceptional cases for enrollment and in the courses listed below, **provided they meet all prerequisites**. Carefully follow these instructions to avoid processing delays.

ENROLLMENT STEPS

STEP 1: Submit these three forms together and in person at the Office of Admissions and Records:

Application for Admission The application form is attached to these instructions and copies are available in the lobby of Building 7, Second Floor, Fremont Campus at 43600 Mission Blvd., Fremont or the Student Services Office at the Newark Campus at 39399 Cherry St., Newark. Online applications are accepted from K-9th grade students. For faster processing, please create an OpenCCCApply account and complete an online application at <http://www.ohlone.edu/org/admissions/>. You will not be allowed to register without a current application on file.

Exceptional Student Form must include the teacher's recommendation and signatures of the student, parent, teacher, and principal. Any missing signatures will delay registration.

Parent/Guardian Health Center Authorization Form for Minors (Medical Waiver)

Immigration documents for non-United States citizens: Please click the link and fill out the Immigration and Residency form if you are not a United States citizen <http://www.ohlone.edu/org/admissions/docs/immigrationandresidencyform.pdf>. You must provide a copy of your high school identification card and your permanent residence card or I-797.

STEP 2: Register for Classes

K-9th grade students who have been admitted for Summer 2016 and given an Ohlone College Student ID number may register online via WebAdvisor at <https://webadvisor.ohlone.edu> beginning on the first day of classes, Monday, June 13. K-9th grade students must attend the first class meeting and obtain an Add Authorization Code from the instructor **before** registering via WebAdvisor. K-9th grade students must be approved for admission before attending the first class meeting.

GENERAL INFORMATION FOR K-12th GRADE STUDENTS

In accordance with Title 5 of the California Code of Regulations, K-12th grade students may enroll as special part-time students while they maintain their regular school attendance. Units earned may be used for high school credit and college credit. **There is a seven (7.00) units maximum for K-12th grade students during spring and fall semesters and five and a half (5.50) units for summer term.**

Enrolling in classes at Ohlone College is the first step in a college career. K-12th grade students are expected to participate at a college level. Class materials and content may include adult language and subject material. **Grades received at Ohlone College become part of a PERMANENT college record and transcript.** Students should make class selections very carefully with parent, school counselor, and principal guidance.

Multiple signatures are required on the K-12th grade **Exceptional Student Form**. It is advisable to begin this process **at least four weeks** prior to the end of the student's current school term.

K-12th grade students are exempt from paying the California Community College Enrollment Fee (\$46 per unit), but are subject to a \$19 Health Services Fee (\$16 during Summer Term), a \$5 Online Registration Access Fee, and a \$5 (\$2.50 Summer) optional Student Activities Fee, unless all classes taken are off campus.

EXCEPTIONAL STUDENT FORM
✍ K-9th Grade Principal, Teacher, and Parent must sign this form.



Deadline for permission packets: June 6, 2016 (No Exceptions)

EXPLORER'S PROGRAM

SUMMER TERM 2016

Ohlone College ID# _____

(Office Use Only)

► **To be completed by the student - please print in black or blue ink**

Last Name	First Name	M.I.	Date of Birth (mm/dd/yyyy)

► **Requested Classes: (If possible select two different sections of the course in the event that one class is full)**

Class Synonym Number <i>Example: 012345</i>	Class Section and Title: <i>Example ENGL-113-01 Poetry</i>	Time 1:00-2:30	Units 3.00	Room Number CJTC
069937	AJ-260A3-01 Explorers Program	8:00-5:00		

- Students enrolled in classes not listed on recommendation form will be dropped.

► **To be completed by the Parent/Guardian and Student: Do not leave any portion blank.**

<i>Print Name of Parent/Guardian</i>	X <i>Parent/Guardian Signature</i>	<i>Date</i>
<i>Home Phone</i>	<i>Work or Cell Phone</i>	<i>Ext.</i>
<i>E-mail address</i>	X <i>Student's Signature</i>	
Students Grade Level: K 1 2 3 4 5 6 7 8 9		
When will you begin attending high school: _____ to _____		
Projected high school graduation date: _____		

- **To be completed by the High School:** The administrator signing below hereby recommends the enrollment of the student in the class(es) listed above and verifies that the student can benefit from advanced scholastic or vocational work.
- **SUMMER ONLY:** I certify that I am limiting the number of recommendations to no more than five percent of the total number of pupils who completed the grade immediately prior to the time of the recommendation for summer session.

School Name : _____	Phone No.: _____
Term Attending Ohlone College: <u>Summer</u>	Year: <u>2016</u>
<i>Teacher's Name</i>	<i>Teacher's Signature</i>
OR	
<i>Print Principal's or Designee's Name</i>	<i>Principal's or Designee's Signature</i>

Ohlone College – Fremont Campus
 Admissions & Records
 43600 Mission Blvd., Bldg. 7, 2nd Floor
 Fremont, CA 94539

Ohlone College – Newark Campus
 Student Services
 39399 Cherry St., Room 1312
 Newark, CA 94538