ALLAN HANCOCK COLLEGE
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CE Early Entry Petition for Enrollment 2022-2023

Community EDUCATION

It is the student's responsibility to obtain all required signatures on this form prior to enrolling.

Please circle which semester you plan to enroll: ☐ SUMMER ☐ FALL ☐ WINTER ☐ SPRING   **Year:** _____

To be completed by the student, using blue or black ink – do not leave any section blank

Last Name: _____   **First Name:** _____   **MI:** _____

AHC Student ID Number: H _____   **Date of Birth:** Month_____ Day_____ Year_____

10-digit Home Phone Number: _____ or **10-digit Cell Phone Number:** _____

Personal Email address: _____**High School Grade:** _____

Name of High School you are attending: _____

Home-schooled students, please see item #6 listed in the conditions for enrollment.

By signing this form, I, understand and **agree to the conditions for enrollment listed on the reverse side of this form.** I also understand that I may be administratively dropped for failure to pay fees incurred with my registration transaction. *My signature permits AHC to contact my guidance counselor, my parent, or myself via phone or email regarding any registration transactions associated with this petition.*

Student Signature: _____   Date: _____

PARENT/GUARDIAN: **I have read the conditions for enrollment** and I approve of the courses and conditions under which a high school student may enroll at Allan Hancock College. I understand that failure to comply with rules and regulations will be cause for dismissal. By signing below, I also understand that my child may be administratively dropped for failure to pay fees incurred with his/her registration transaction. Parental consent is required for ALL Early Entry students. (Consent required in emergencies or cases exempt by law.)

_____   _____
Parent/Guardian Signature   Date

_____   _____
Emergency Contact Person   Emergency Contact Person Phone Number

PROPOSED AHC COMMUNITY EDUCATION COURSES (You can only enroll in the courses listed below.)

High school principal or designee:

Student's Grade Level Confirmed Indicate: S=Senior J=Junior	Prefix Number and Course Title (ex. NESL 7007)	Principal/Designee Please print & sign for approval
		Print Name: Signature:
		Print Name: Signature:
		Print Name: Signature:

AHC Office Use: The initials below reflect AHC staff member verification that the student meets the conditions for Early Entry enrollment for the term listed above:

HS Signature _____   Verify Courses _____   AHC Signature: _____   SOAHOLD CN Hold Ended:_____

October 2022

Allan Hancock College *Community Education Early Entry*
Conditions for Enrollment

1. All high school students must first meet with their high school counselor or guidance technician to discuss eligibility for enrollment. A principal or designee's signature on this Petition for Enrollment is required and will indicate to Allan Hancock College that the coursework is not available at the high school.

2. The *Community Education Early Entry (CEEE)* program is open to high school students in junior or senior status, only.

3. *CEEE* students must complete the Allan Hancock College noncredit admissions application, in addition to the CEEE Petition for Enrollment. This CEEE Petition for Enrollment is valid for the requested term only.

4. *CEEE* students may only enroll in courses on the approved list. Students must meet stated recommendations for all courses, when applicable. Recommendations/advisories may be met through courses completed at the high school.

5. Students who wish to take courses must meet the stated academic recommendations/advisories. High school students **are not** eligible to take courses at AHC *if the courses are available at the high school*.

6. When submitting the petition for enrollment, **home-schooled** students must provide Allan Hancock College with a current copy of the private school affidavit on file with the California Department of Education.

7. Once a CEEE student has obtained all of the necessary signatures, and applied for admission they must submit their completed CEEE Petition for Enrollment, along with the Community Education Registration form: AHC Community Education office for processing. Emails can be sent to the following email: CommunityEducation@hancockcollege.edu

8. Students are responsible for **applicable fees,** such as materials fees. Failure to pay fees assessed at the time of registration may result in an administrative drop.

9. Once enrolled, CEEE students have the same rights and responsibilities that apply to all enrolled college students. Refer to the Student Records-Family Educational Rights and Privacy Act (FERPA) located in the current college catalog.

10. Allan Hancock College assumes no responsibility for the attendance records of *CEEE* students.

11. *CEEE* enrollment is limited to students who reside and are enrolled in **Santa Barbara county** high schools and home schools only.

12. Failure to comply with any of the conditions listed above and/or registering for non-approved noncredit courses will result in being administratively dropped from those courses and a loss of future *CEEE* privileges.

13. High schools will only receive proof of work completed at Allan Hancock College **if the student requests** that verification be mailed to the school once the semester is completed.

14. **Student, Parent, and Principal/Designee—please read the following information carefully:** By entering a college environment, students who are minors will be exposed to an educational setting designed for the adult learner that may involve topics that might be considered controversial in the secondary school setting. Also, if a class does not meet at its scheduled time (i.e. class ends early or is canceled), Allan Hancock College does not inform parents/guardians nor will staff or the instructor assume responsibility for the student once the class is released.

15. **HIGH SCHOOL PRINCIPAL OR DESIGNEE**: California Education Code requires that students who are still enrolled in high school and wish to enroll at a California Community College must be recommended by their principal or his/her designee. By signing this form, the principal or his/her designee has made the determination, based on the appropriate Allan Hancock College assessment, that the student is prepared for and can benefit from noncredit level coursework, and is recommended to enroll in the courses for the semester noted above, and that the student has exhausted all opportunities to enroll in an equivalent course at his or her school of attendance. The instructor of record is legally prohibited from signing this form as the principal's designee.

Steps to register:
1. Authorized high school principal or designee confirms grade level, approved course(s), signs, and dates.
2. Student submits the Community Education Application for Admission. Once the student ID number is issued, write the number on the petition and registration form.
3. Student submits the CE Early Entry Petition and Community Education Registration form to the Community Education office (Building S in the Santa Maria campus).