

## SPECIAL ADMIT STUDENT CHECKLIST

- ❑ Complete an Application for Admission available at [www.cypresscollege.edu](http://www.cypresscollege.edu)
- ❑ Take the Cypress College English or ESL Assessment to Student Center, second floor. Bring your high school transcript and a photo I.D.
- ❑ To take only a math class, take only the math assessment.
- ❑ No assessment is necessary for non-lecture or performing arts classes such as music, acting, dance, drawing or photography.
- ❑ Physical education classes may NOT be taken.
- ❑ See the college counselor – Student Center, second floor.
- ❑ Take completed form to Admissions & Records – Student Center

## COMPLETING THE SPECIAL ADMIT FORM

- ❑ **Part I** – Identify your enrollment status and sign form.
- ❑ **Part II** – Have your school principal or designee complete this section.
- ❑ **Part III** – *For summer school*, have your school principal or designee complete this section.
- ❑ **Part IV** – Have your parent or legal guardian read and sign this section.
- ❑ **Part V** – See the college counselor – Student Center, second floor. Bring school transcript.
- ❑ **Part VI** – Leave this section blank unless it applies to you.
- ❑ **Part VII** – Leave this section blank unless it applies to you.
- ❑ Complete the Permission to Treat a Minor/Emergency Information Form.

***Note: A copy of the parent/legal guardian driver's license or picture ID is required.***

Courses taken by a Special Admit Student are recorded on the student's Cypress College permanent record as collegiate credit. Enrollment is exclusively for advanced scholastic or vocational coursework. Remediation of any sub-standard high school courses is not permitted.

Enrollment fees are not waived for students in K – 8<sup>th</sup> grade, and students who do not pay the fees will be dropped from classes for non-payment.

### **Parental Advisory:**

It is the parent or legal guardian's responsibility to make arrangements for a Special Admit student to be picked up from class/school in an emergency situation or if the class is dismissed early or cancelled for any unforeseen reasons.

# Special Admit Students

*(Formerly called the Bridge Program)*

## **Concurrent Enrollment of Pupils in K-12 & Community College**

Designed primarily though not exclusively for junior & senior high school students seeking an enrichment opportunity in advanced scholastic or vocational work at Fullerton College or Cypress College



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**Cypress College and Fullerton College offer K-12 students an opportunity to enroll in college courses as Special Admit Students (formerly called the Bridge Program). Enrollment is exclusively for advanced scholastic or vocational work.**

*(In compliance with the California Education Code Sections: 48800 - 48802, 76001 and 76300)*

**Advanced Scholastic Work** includes courses at the college level such as college calculus, chemistry, foreign languages, geology, computer sciences, geography, psychology, sociology, history, humanities, the arts, and appreciation courses.

**These courses should not be available at the high school and may not be courses previously taken.**

**Vocational Work** includes courses in a wide variety of occupational areas such as air conditioning, construction, drafting, photography, printing, refrigeration, fashion design and cinema radio-television. **These courses should not be available at the high school and may not be courses previously taken.**

**Physical Education classes** will be limited to 10% Special Admit Student enrollment for each section.

#### **How do I enroll?**

Complete and sign the Special Admit Student form. A new Special Admit Student form must be submitted each term. Complete a Cypress College or Fullerton College Application for Admission.

**Complete MATRICULATION SERVICES ELIGIBILITY FORM and take to college counseling.**

Take the Special Admit Student form to the Admissions Office at Cypress College or Fullerton College.

When all parts are completed, the Admissions Office will review your application and required documents and will issue a permit to register.

**F-1 and F-2 Visa students are not eligible to enroll as a Special Admit Student.**

Individuals who are not enrolled in a public school (home school students, private school students, and persons under 18 years of age who are not enrolled in school) may be eligible to enroll. Such students must contact the office of the college president for petition information.

#### **What credit is granted?**

Courses taken as a Special Admit Student are recorded on the college permanent record as collegiate credit in the same manner as regularly enrolled college students. Credit may be given at the high school and may meet a graduation requirement. The student should consult with the high school counselor.

#### **How many courses may I take?**

Special Admit Students may enroll in up to 11 units per semester as a part-time student or enroll into 12 or more units as a full-time student.

#### **May I take English, ESL, Math or Reading courses?**

Special Admit Students may take college level English, ESL, Math or Reading courses. Such students must meet the catalog stated prerequisites, if any, or demonstrate the necessary skills to be successful in such college courses, as indicated through completion of placement tests required of all new students.

#### **May I take Advanced Vocational Courses?**

Special Admit Students may take advanced vocational classes if they meet the listed requirements/prerequisites in the Cypress College or Fullerton College Catalog.

#### **What are the costs?**

All Special Admit Students are responsible for all college fees, including lab, health, and parking fees, as well as the purchase of required textbooks for each course. Enrollment fees are waived for California resident Special Admit Students in grades 9-12.

#### **What are other requirements?**

Special Admit Students are required to have a "**Permission To Treat a Minor**" form on file with the college Health Center prior to receiving health services (form is included in the packet).

#### **College Policies:**

Special Admit Students must adhere to all college policies on course requirements, attendance and any other applicable policies and procedures including Student Code of Conduct. **Students who enroll in classes other than those approved via this document may be dropped from those classes.** Student records are protected under the Family Educational Rights and Privacy Act (**FERPA**) and the Health Insurance Portability and Accountability Act (**HIPAA**). No one (including parents and high school officials) may access confidential information without a student's written permission.







# Cypress College Health Services

## PERMISSION TO TREAT A MINOR / EMERGENCY INFORMATION FORM

I (parent/legal guardian) grant permission and authorize the administration of all diagnostic and therapeutic treatments that may be considered advisable or necessary in the judgment of the physician/nurse practitioner/nurse/counselor at Cypress College Health Services.

\_\_\_\_\_  
Student's Printed Name

\_\_\_\_\_  
Student's Soc. Sec. Number

\_\_\_\_\_  
Printed Name of Parent or Legal Guardian

\_\_\_\_\_  
Signature of Parent or Legal Guardian

\_\_\_\_\_  
Date

Address: \_\_\_\_\_

Street

City

Zip Code

### EMERGENCY INFORMATION:

**In case of emergency please contact:**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Relationship

Phone: Home \_\_\_\_\_

Work \_\_\_\_\_

Cell \_\_\_\_\_

**ALLERGIES:** \_\_\_\_\_

**Serious Medical Conditions** (i.e. Diabetes, Epilepsy)

**Medications:** \_\_\_\_\_

All medical information and records are subject to guidelines of the Health Insurance Portability and Accountability Act (HIPAA).



STUDENT HEALTH SERVICES

April 23, 2008

Dear Parent/Legal Guardian of Minor Students:

Cypress College Health Services provides first aid, emergency treatment, medical and psychological services to students enrolled in Cypress College classes.

If a student is under 18 years of age, there is a legal requirement that Health Services has a "Permission to Treat a Minor" form signed by a parent or legal guardian. In order to insure that the signature is valid, a copy of the parent/legal guardian's driver's license is required. For emergency purposes, we are requesting an emergency contact number, as well as a list of any allergies, serious medical conditions and/or medications taken by the student.

Please fill out and sign the attached form and attach a copy of your driver's license. Feel free to contact Health Services if you have any questions or concerns. Our phone number is (714) 484-7361.

Sincerely,

Mary Lou Giska, FNP  
Director of Health Services