



TAFTCOLLEGE

Taft College

High School Special Admit Form

29 Cougar Court – Taft, CA – 93268

(661) 763-7741 Admissions Office - (661) 763-7758 Fax

◆ PLEASE PRINT ALL INFORMATION CLEARLY ◆

Student Info	Taft College ID # A <input type="text"/>	or SSN <input type="text"/>
	Name _____ Last First MI	Birthdate _____ Age _____
	Address _____	Email _____
	City _____ State _____ ZIP _____	Phone # _____

High School Info	Term <input type="checkbox"/> Summer <input type="checkbox"/> Fall <input type="checkbox"/> Spring	Grade Level <input type="checkbox"/> 11 th <input type="checkbox"/> 12 th
	High School _____	City/County of School _____
	Type of School <input type="checkbox"/> Public <input type="checkbox"/> Private <input type="checkbox"/> Charter School <input type="checkbox"/> Home School*	

**Students enrolled in a Home Study Program must provide proof that the program is registered with the County Department of Education.*

	CRN #	Section	Course Title	Instructor Signature
1.	<input type="text"/>	<input type="text"/>	_____	_____
2.	<input type="text"/>	<input type="text"/>	_____	_____
3.	<input type="text"/>	<input type="text"/>	_____	_____

Student	<i>I understand that the course(s) listed above are for College Credit, and that enrollment at TC creates a permanent record that must be reported to any colleges I apply to in the future. I agree to abide by all rules and regulations set forth in the TC Catalog. I also understand that my enrollment at TC will be limited to no more than 11 units per semester, in compliance with Education Code 76001, d.</i>	
	Signature _____	Date _____

Parent	<i>I support this request on the part of my child to attend TC. I understand that the courses are for College Credit, and that college courses may contain adult content. I understand and agree that my child is subject to the rules and regulations of TC as listed in the College Catalog. I also agree to be responsible for any and all fees incurred by my child in the enrollment process. I am aware that I will not have the right to access my child's college records without his/her written consent or a court order.</i>	
	Signature of Parent/Legal Guardian _____	Date _____

Principal	<i>Pursuant to Education Code 48800, I have reviewed the academic record of this student and certify that s/he demonstrates adequate preparation in the discipline to be studied and has the ability to benefit from college instruction in the courses listed, and if a summer student, s/he has exhausted all opportunities to enroll in equivalent courses, if any, at his or her school of attendance. For any particular grade level, I certify that I am limiting the number of recommendations to no more than 5 percent of the total number of pupils who completed that grade immediately prior to the time of recommendation for enrollment during a summer session.</i>	
	Signature of Principal or Designee _____	Date _____



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Important Information for High School Students enrolling at Taft College

High school students must be at least 16 years of age **AND** have completed their sophomore year of high school per California Education Code: 76002/48800.5. A complete description of rules and regulations can be found in the [Taft College Catalog](#). Students may take college level courses that are transferrable (courses numbered 1500 or higher) with the exception of Math 1060, (California Code of Regulations-Title 5: 55002(a)/76002(b)) on a seats-available basis with permission from a parent, their high school principal, and the instructor of the course. Students will receive college credit for the community college courses completed. **Arrangements for receiving high school credit for course work completed must be made with the student's respective high schools.**

It is expected that all special admit students enrolling in Taft College courses have the maturity to participate on a college campus. No special arrangements for additional supervision of underage students are available. In a very small number of disciplines, course content may be frank in order to deal with scholarly discussion of behavioral, artistic, human, or other issues. Unlike public schools, colleges do not contact parents in advance to inform them of these matters. Parents are hereby notified that it is their responsibility to ensure that their child is able to handle the college environment, as well as the content of the course in which he/she enrolls. Although special admit students may be minors, Taft College adheres to the student privacy laws set forth by FERPA. Special admit students are entitled to all of the privacy rights of a college student; therefore, any information regarding attendance, grades, behavior, etc., cannot be shared with the parent or legal guardian.

Step 1: How to Enroll

- Complete the online application for admissions to Taft College.
- Submit the **High School Special Admit Form**.
- The Special Admit Form must be filled out and signed by the student, the parent/legal guardian, the instructor(s) of the course(s) you wish to enroll, and the high school principal every semester regardless if the student gets into a class or not. **If the student is home schooled, he/she must provide verification that the homeschool program is recognized and approved by the county department of education.**
- Students must reapply for admission after a break in attendance for one semester.

Step 2: Complete Orientation and Take the Assessment Test

- Complete the online orientation found on our website under "Getting Started". You will use the student ID number given to you when you completed your admissions application.
- Placement testing is required for all special admit students under the age of 18 who will be enrolling in English or math, or any course with English or math as a prerequisite. Kindergarten-12th grade classes will not be used as the sole assessment to meet college prerequisites. Please make sure you have your Taft College A# before contacting the office. To schedule an appointment, contact the testing center @ (661) 763-7783.

Step 3: Obtain Instructor Approval

- Students must obtain instructor approval before enrolling into his/her class.

Step 4: Register for Classes

- After receiving instructor approval, students may register during open registration. Students can refer to the priority registration schedule each semester to determine the open registration time period.
- High School Special Admit holds will be released on the first day of open enrollment.
- Special admit students may not enroll in any courses numbered below 1500, except for Math 1060. Students who enroll in non-approved courses will result in loss of High School Special Admit privileges.
- There is an 11 unit maximum limit per semester; 5 unit maximum limit for summer semester.
- In accordance with SB338, enrollment in physical education courses have been restricted or excluded.
- Special admit students are eligible for membership in groups/clubs; however, membership does not change registration priority for enrollment purposes.

Step 5: Pay Enrollment Fees

- Special admit high school students **WILL PAY** the same enrollment fee as any other regular community college student per California Education Code 76300.
- **Exceptions:** High school students in the West Kern Community College District service area are exempt from enrollment fees for the spring and fall terms. All high school students must pay enrollment fees during the summer sessions.
- The West Kern Community College service area is defined as those residing in zip codes 93268, 93224, 93258, 93276, and 93252.