

## College Now! Appeal Admission of K-8 Grade Students

*Please complete in dark blue or black ink and print legibly*

Regardless of age, the appeal must be completed by the student:

*If approved you will have all rights and responsibilities of a college student and a parent may not act on your behalf unless you submit, to AHC Admissions and Records, a Student Authorization to Release Information form.*

\_\_\_\_\_ AHC Student ID Number: H \_\_\_\_\_

Student's Full Name \_\_\_\_\_

Per Administrative Procedure 5011, to be considered for admission as a special part-time student, the student must meet the eligibility standards set forth in Education Codes Sections 48800 and 76001. A special part-time student may only enroll in one class per semester or session and the student may only choose courses that appear on the college now approved course listing. The district may admit highly gifted elementary students as special part-time students based on the criteria established herein:

1. The student must be recommended by the principal of the school of attendance; and
2. The recommendation must verify the student will benefit from college instruction; and
3. The student must have a cumulative GPA of 3.0 or better as reflected on their most recent school transcript; and
4. The student must complete the college placement process and meet all stated prerequisites; and
5. The Dean, Student Services will determine upon consultation with the faculty member that the student is capable of profiting from instruction. This includes the approval of the appropriate AHC Department Chair and Academic Dean; and
6. Student will be permitted to enroll in one course each semester or term; and
7. Students may not enroll in pre-collegiate courses; and
8. Students may only enroll in courses on the approved College Now list; and
9. The student must follow all college admission criteria.

**Admission of K-8 student is subject to seat availability. The student must:**

1. Submit an application for admission; and
2. Submit a completed and signed College Now petition for Enrollment;
  - a. The petition for enrollment must have signed approval of the K-8 principal, or designee, from the student's school of attendance, an approved school counselor as noted on the College Now Signatories form (NOTE: 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 at the time of registration); and
3. Submit a completed Appeal for the Admission of K-8 Students; and
4. Submit a letter of recommendation from the principal of the school of attendance; and
5. Submit a current transcript verifying a 3.00 gpa; and
6. Complete page two of this form:



**College Now!** Petition for Enrollment  
2023-2024

*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 #7 listed in 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 give consent for my child/ward to receive care from Allan Hancock College Health Services as needed or requested. 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 **College Now!** students. (Consent required in emergencies or cases exempt by law.)

\_\_\_\_\_  
Parent/Guardian Signature      Date

\_\_\_\_\_  
Emergency Contact Person      Emergency Contact Person Phone Number

**PROPOSED ALLAN HANCOCK COLLEGE COURSES**

(Please list in order of preference – you may not enroll in courses that are not listed below; nor may you enroll in more than 6 units)

Check one	Course Title & Number (IE: DANC 120)	Units	Approved High School Authorization High School Designee please print & sign
<input type="checkbox"/> First Choice <input type="checkbox"/> Second Choice			Print Name: Signature:
<input type="checkbox"/> First Choice <input type="checkbox"/> Second Choice			Print Name: Signature:
<input type="checkbox"/> First Choice <input type="checkbox"/> Second Choice			Print Name: Signature:
<input type="checkbox"/> First Choice <input type="checkbox"/> Second Choice			Print Name: Signature:

**AHC Office Use:** The initials below verify that the AHC staff member has verified the student meets the conditions of CN enrollment for the term listed above:

SGASTDN \_\_\_\_\_ HS Signature \_\_\_\_\_ Verify Courses \_\_\_\_\_ SOATEST if applicable \_\_\_\_\_ AHC SHATERM GPA \_\_\_\_\_

CNOW SFASRPO \_\_\_\_\_ Prerequisite Met, if applicable \_\_\_\_\_ (SOATEST OR SHATERM) AHC Signature: \_\_\_\_\_

SOAHOLD CN Hold Ended: \_\_\_\_\_ APPEAL ATTACHED: EXCESS UNITS: \_\_\_\_\_ GPA: \_\_\_\_\_ GRADE: \_\_\_\_\_

## Allan Hancock College **College Now!** Conditions for Enrollment 2023-2024

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 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 **College Now!** program is open to high school students in junior or senior status, only. **College Now!** students may take up to a maximum of **6 units** in summer, fall, and spring semesters and winter intersession.
3. **College Now!** students must complete the Allan Hancock College online credit admissions application, in addition to the **College Now!** Petition for Enrollment. This **College Now!** Petition for Enrollment is valid for the requested term only.
4. **College Now!** students may only enroll in courses on the approved list. **College Now!** students must meet the stated prerequisites for all courses. Prerequisites may be met through courses completed at the high school or through the appeal process.
5. Students who wish to take courses must meet the stated academic prerequisites or co-requisites. Pre/co requisites are listed in the AHC catalog or current semester class schedule and are marked on the approved list with an asterisk; a ★ next to the course requires an audition. High school students are **not** eligible to take courses at AHC if the courses are available at the high school.
6. College Now! students are required to provide their unofficial high school transcript when submitting the petition for enrollment. The transcript verifies the current grade level of the student.
7. 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.
8. Once a College Now! student has obtained all of the necessary signatures, he or she must submit their completed College Now! Petition for Enrollment, along with unofficial high school transcript to: AHC Admissions and Records office for processing. Emails can be sent to the following email: [collegenow@hancockcollege.edu](mailto:collegenow@hancockcollege.edu)
9. **PE activity courses require permission of the instructor** of record which may be granted the first day of the term, if enrollment in the PE course permits adding **College Now!** students. After **College Now!** students submit the required paperwork to the AHC Admissions office, registration for PE courses will not open until the first day of the term. **College Now!** students must submit their paperwork prior to the semester start date to the Admissions office and obtain an add code from the faculty member the first day of the term.
10. The total number of units earned and grades received while enrolled in Allan Hancock College courses are recorded on the student's **college transcript** and are part of his/her permanent record.
11. In most cases, the enrollment fee is waived for **College Now!** students. However, **all other fees apply**. Other fees include health, parking, student center, and materials fees. CN students are not required to pay nonresident fees. Failure to pay fees assessed at the time of registration will result in an administrative hold preventing future registration transactions.
  - a. If a **College Now!** student appeals the unit limitation, and is approved for 12 or more units, **the enrollment fee and tuition are no longer waived and ALL fees apply**.
12. Online Registration is available to **College Now!** students. Please see the current schedule of classes for **College Now!** Online Registration dates and times.
13. Once enrolled, **College Now!** 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 or on the **College Now!** information page.
14. Allan Hancock College assumes no responsibility for the attendance records of **College Now!** students.
15. **College Now!** enrollment is limited to students who reside and are enrolled in **Santa Barbara and San Luis Obispo county** high schools and home schools only.
16. A **College Now!** student is expected to complete all class requirements, maintain a 2.0 grade point average or higher in all college courses, and adhere to Allan Hancock College's Guidelines for Student Conduct (refer to the College Catalog).
17. **Receiving substandard grades and/or failure to complete course work may result in academic probation as well as affect future financial aid eligibility.**
18. Failure to comply with any of the conditions listed above and/or registering for non-approved courses/units will result in being administratively dropped from those courses/units and a loss of future **College Now** privileges.
19. High schools will only receive proof of work completed at Allan Hancock College **if the student requests** that an official transcript be mailed to the school once the semester is completed.
20. **Student, Parent, and Principal/Designee—please read the following information carefully:** By entering a college environment, students who are minors will be exposed to educational settings 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 student once class is released.
21. **HIGH SCHOOL PRINCIPAL OR DESIGNEE:** California Education Code requires that students who are still enrolled in high school, wishing to enroll at a California Community College, must be recommended by their principal or his/her designee. By signing this, 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 college level coursework, and is recommended to enroll in the following 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.



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\_\_\_\_\_ AHC Student ID Number: H \_\_\_\_\_  
Student's Full Name

Student's Personal Email Address: \_\_\_\_\_

Student's 10-digit phone number: \_\_\_\_\_

List requested course from the approved College Now Course Listing:

\_\_\_\_\_

Course Name (i.e.: HIST 107)

\_\_\_\_\_

Number of units

The **student** must write a detailed statement explaining why it is important to approve this appeal. You may attach additional paper if needed.

\_\_\_\_\_

Student signature & date

\_\_\_\_\_

Parent/Guardian signature & date

\_\_\_\_\_

K-8 School Principal signature & date (must also provide a letter of recommendation.)

Principal's phone number: \_\_\_\_\_

Principal's email address: \_\_\_\_\_

Forms may be submitted in person to the Admissions and Records or by email to [collegenow@hancockcollege.edu](mailto:collegenow@hancockcollege.edu) Required forms must arrive in one packet and include: College Now Petition for Enrollment, this appeal form, letter from principal and current transcript.

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Admission of K-8 Grade Students**

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\_\_\_\_\_ AHC Student ID Number: H \_\_\_\_\_  
Student's Full Name

***To be completed by the Dean, Student Services:***

The dean has reviewed the appeal and has attached documentation supporting or denying the request.

- Reviewed principal recommendation and transcript
- Verification from AHC instructor, attached
- Verification from the AHC department chair. attached
- Verification from AHC dean, academic affairs, attached

Recommendation

- Approved
- Denied

Comments:

\_\_\_\_\_  
Signature, Dean, Student Services & date

Student Notified (initials & date): \_\_\_\_\_