

MC Admissions Input by: _____

Date: _____

**MERCED COMMUNITY COLLEGE DISTRICT**
 Admissions and Records
 3600 M Street
 Merced, CA 95348-2898

 Los Banos Campus
 22240 Highway 152
 Los Banos, CA 93635
PERMIT FOR SPECIAL K-12 STUDENTS TO ATTEND MERCED COLLEGE CLASSES**TO BE COMPLETED BY STUDENT:** Term: Fall Spring Summer _____ (yr.) Date: _____

Merced College ID number: _____ Grade Level (9-12) during term: _____ High school attending: _____

PRINT Student Name: _____ Phone Number: _____

Student Address: _____ City: _____ State: _____ Zip: _____

Student Email Address: _____ Anticipated High School Graduation Date: _____

Emergency Contact Information:

Name _____ Relationship _____ Phone Number: _____

I have read and understand the guidelines stated on Page 2 of this form. Student Initial _____

I authorize Merced College to share grade and attendance information with my designated high school district for any dual/concurrent enrollment course.

Student Signature _____

Note: A Dual Enrollment Parent Consent Form must also be on file with the Admissions Office before we can process any registration requests.<https://www.mccd.edu/enroll-at-merced-college/k-12-students/>

K12 Students enrolled in 1-11 units are considered **SPECIAL PART-TIME** and are not subject to enrollment fees. K12 Students enrolled in more than 11 units are considered **FULL-TIME** and are subject to all fees.

Course Name (Ex: ENGL-01A)

Number of Units

Counselor
Approval

TO BE COMPLETED BY APPROVING K-12 PRINCIPAL OR DESIGNEE:

*By signing this form, we certify that this student has demonstrated adequate preparation and has availed him/herself of opportunities to enroll in "equivalent" courses in the district(s) of attendance. We recommend this class, if approved by college officials:

PRINT Name and Title of Approving K-12 Official

* SIGNATURE of Approving K-12 Official

Date

For Summer Session Enrollment: By signing this form, the K-12 Official verifies that this approval is within the Title 5 requirement of no more than 5% of the prior term's respective class.

TO BE COMPLETED BY COLLEGE OFFICIAL: (Signature indicates approval for student to attend)

Conditions, if any: _____

9th TO-12th grade student:

College Counselor Approval

Date

Any Physical Education Course: _____

Vice-President of Instruction Approval

Date

K-12 Enrollment at Merced College Information

Thank you for your interest in and support of education. Merced College wants each student's experience to be positive and successful, and we believe the information below is important for you to know.

K-12 students should understand that Merced College classes are not an extension of secondary school classes and that there will be significant differences in educational experience. The items for your consideration, which are guidelines related to K-12 students, include:

1. K-12 students must be present or have given signed written permission to their parent/guardian in order to enroll in classes.
2. **K-12 students are required to pay:**
 - Follett Textbook fee of \$25 per unit (Effective: Summer 2022). Opt out option is available.
 - Student body fee (\$10) may be waived if the appropriate forms (<http://www.mccd.edu/resources/fees/forms.html>) are completed and turned in to the Student Fees Office by the end of the first week of the term you are enrolling in.
 - K-12 Students enrolled in >11 units are considered **FULL-TIME and are subject to all fees**. If the K-12 student is enrolling for 11 or fewer units, no tuition fees will be assessed.

(Exceptions to the fee requirements is enrollment in the K12 CCAP program.)

Student Initial: _____

3. K-12 students will be held to the same grading standards as adult students. Their grades will become a part of a permanent academic record at Merced College.
4. K-12 students taking AB288/CCAP classes acknowledge that grades earned from these classes will be shared with the student's High School district office.
5. K-12 students may be in an adult instructional environment. The community college is an adult learning environment and reflects a diverse community of learners. Discussion topics and course materials are generally designed for adult students and may not be appropriate for younger students. Course content will not be changed to accommodate minors.
6. K-12 students will not receive special counseling or support from the college's student services programs beyond what is provided for older students.
7. Merced College assumes no responsibility for the supervision of minor students (i.e., students under 18 years of age) outside the classroom setting. Parents are responsible for ensuring that their children are appropriately supervised before class begins, after class finishes, or when a class is canceled and/or dismissed early.
8. K-12 student educational records are considered confidential. Parents or guardians are not notified and may not obtain student academic or financial records without the signed written permission of the student as stated by the Family Educational Rights and Privacy Act (FERPA). Students **MUST** complete an Authorization to Release Student Information form to release records. Educational Records are defined as those records that contain information directly related to a student and which are maintained by an educational agency or institution or by a party acting for the agency or institution.
Student Initial: _____
9. All students seeking admission into physical education classes must be approved by the Vice President of Instruction. The Chancellor's Office recommends that districts limit the number of special admit pupils in each physical education class section to 10 percent of the maximum enrollment specified for that section of the course.

If you have any questions about the appropriateness of the student's enrollment at Merced College, you are encouraged to speak with their school counselor, and/or the college.

K-12 Official & College Counselor Contact List

Summer schedules/ contracts may affect the below listing - Please be sure to contact your high school before submitting your form to ensure you are submitting to the on-site personnel to avoid delays.

If your school is not listed below - forms should be submitted to the Associate Principal (or on-site designee) for K-12 Official approval & k12counselor@mccd.edu for college counselor approval.

High School Contact List		
High School	K-12 Official	College Counselor
Atwater High School	AP Lindsay Parker lparker@muhsd.org	Stefanie Ochoa sochoa@muhsd.org
Buhach Colony High School	AP David Rogers drogers@muhsd.org	Jennifer Sousa jsousa1@muhsd.org
Chowchilla High School	AP Danielle Chapman chapmand@chowchillahigh.org	k12counselor@mccd.edu
Delhi High School	Angelica Prado aprado@delhiusd.org	k12counselor@mccd.edu
El Capitan High School	AP Christopher Tufts ctufts@muhsd.org	Andrea Evans aevans@muhsd.org
Golden Valley High School	AP Mike Richter mrichter@muhsd.org	Ashley Faraone afaraone@muhsd.org
Livingston High School	AP Kyle Mesa kmesa@muhsd.org	Karen Creighton kcreighton@muhsd.org
Mariposa County High School	AP Celeste Azevedo cazevedo@mcusd.org	k12counselor@mccd.edu
Merced High School	AP Joel Sebastian jsebastian@muhsd.org	Susan Odishoo sodishoo@muhsd.org

Dos Palos High School	Susan Foster sfoster@dpol.net	k12counselor@mccd.edu
Los Banos High School	Cynthia Mercado (9th) cmercado@losbanosusd.net	k12counselor@mccd.edu
	Alma Mejia (10th) amedina@losbanosusd.net	k12counselor@mccd.edu
	Daniel Chavez (11th) DTChavez@losbanosusd.net	k12counselor@mccd.edu
	Katey Leeper (12th) kleeper@losbanosusd.net	k12counselor@mccd.edu
Pacheco High School	Rachel Shepard (A-F) rshepard@losbanosusd.k12.ca.us	k12counselor@mccd.edu
	Grace Long (G-K) glong@losbanosusd.net	k12counselor@mccd.edu
	Annie Cahill (L-O) acahill@losbanosusd.net	k12counselor@mccd.edu
	Patrick Hollcraft (P-Z) phollcraft@losbanosusd.net	k12counselor@mccd.edu