

This box is for input by Merced College Admissions only

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-8 STUDENTS TO ATTEND MERCED COLLEGE CLASSES

Merced Colleges Board Policy 5010 & Administrative Procedure 5011 requires **written recommendation from the K-8 school principal** or the principal's designee and current school transcripts before a K-8 student may be admitted as a special part-time or as a special full-time student.

TO BE COMPLETED BY STUDENT: Term: Fall Spring Summer _____ (yr.) Date: _____

Merced College ID number: _____ Grade Level (K-8) during term: _____ School attending: _____

PRINT Student Name: _____ Phone Number: _____

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

Emergency Contact Information: _____ Student Email: _____

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 _____

****A 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/>

K-8 Students enrolled in 1-11 units are considered **SPECIAL PART-TIME** and are not subject to enrollment fees. K-8 Students enrolled in more than 11 units are considered FULL-TIME and are subject to all fees.

Course Name (Ex: HIST-17A)

Number of Units _____
Counselor Approval _____

TO BE COMPLETED BY APPROVING K-8 PRINCIPAL OR DESIGNEE (One course per form):

*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-8 Official _____

* SIGNATURE of Approving K-8 Official _____

Date _____

For Summer Session Enrollment: By signing this form, the K-8 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: _____

8th grade student
or below:

Area Dean Approval (See page 3 for list of Area Dean Contact Information) _____ Date _____

College Counselor Approval (k12counselor@mccd.edu) _____ 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 will be applied (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.

INSTRUCTIONAL AREA DEANS

AREA Dean	Dean Email	SUBJECTS/PROGRAMS/DISCIPLINES
Marie Bruley	bruley.m@mccd.edu	Astronomy, Biology, Computer-Aided Design/3D Modeling (CADM), Chemistry, Computer Science, Computer Technology & Information Systems (CTIS), Drone Tech, Engineering, Geology, Math, Physical Science, Physics, Waste Water Tech
Travis Hicks	hicks.t@mccd.edu	Communication Studies, Co-Op Ed., English, ESL, Foreign Language (American Sign Language, French, German, Hmong, Japanese, Spanish), Honors, Humanities, Philosophy
Bryan Tassey	bryan.tassey@mccd.edu	Ag Business, Agriculture, Animal Science, Auto Tech., CAD, Crop Science, Diesel Tech., Electronics, Environmental Horticulture, Equine Science (Horse Management), HVAC, Industrial Technology, Mechanized Ag, Nutrition & Foods, Pest Control, Plant Science, Welding
Valerie Albano	valerie.albano@mccd.edu	Criminal Justice, Emergency Medical Technology (EMT), Fire Academy, Fire Technology, Paramedic Program, P.O.S.T. Modular Format of the Police Academy
	valerie.albano@mccd.edu	Allied Health, Radiologic Technology, Registered Nursing, Vocational Nursing, Sonography
Bob Casey	casey.r@mccd.edu	Athletics, Health Sciences, Kinesiology
John Albano	albano.j@mccd.edu	Anthropology, Archeology, Economics, Geography, History, Human Services, Psychology, Sociology, Social Sciences
	albano.j@mccd.edu	Art (Fine & Digital), Box Office, Drama, Music, Photography, Theater, Theatre Arts
Garrick Grace	garrick.grace@mccd.edu	Instructional Design, Child Development, Liberal Studies
Brooke Boeding	brooke.boeding@mccd.edu	Guidance
Caroline Dawson	dawson.c@mccd.edu	Accounting, Administrative Office Management, Business, Customer Service Academy (CSA), Entrepreneurship, Management, Marketing, Real Estate, Virtual Office, Well-Being Institute