

The High School Enrichment program is designed to provide current high school students, who are enrolled in the 10th grade or above, the opportunity to get a head start on their college experience. It is not intended for purposes of remediation or for taking courses already offered at the high school.

Requirements and Eligibility

- Completed the 9th grade or equivalent prior to the beginning of the semester or term the student plans to participate in the program. Students just completing 9th grade will not be approved until they provide proof of final grades for 9th grade coursework.
- Have a minimum 2.5 cumulative GPA for 11-12th grade students, 3.0 GPA for 10th grade students.
- Have not received a “D”, “F”, “Incomplete”, or “NP” grade in any former State Center Community College District (SCCCD) enrichment or dual enrollment course.

Students who do not meet the above eligibility requirements must include letters of recommendation from their high school counselor and principal as well as a letter from parent/guardian with their packet.

Important Policies

1. Credit courses will remain on the student’s permanent record even if the secondary school uses the coursework for high school credit. All coursework taken will appear on the student’s SCCC transcript and may affect their financial aid or academic status at any SCCC college or center if enrolled after high school. See www.fresnocitycollege.edu/SAP or www.fresnocitycollege.edu/probation for financial aid and probation policies.
2. Students are limited to two classes, not to exceed 11 units, per semester.
3. All applicants are required to fulfill course prerequisites. A prerequisite is a condition of enrollment that a student is required to meet in order to demonstrate readiness for enrollment in a specific course.
4. Students are prohibited from enrolling in physical education courses.
5. Participating students are exempt from enrollment fees if they are physically attending a high school in California. High school students are required to pay for parking, course materials/special fees, and books. The Student ID fee is optional but must be paid for by the student if they wish to receive an ID card. *Note:* Out-of-state students, F-1 and other select non-immigrant Visa students are not eligible to enroll in High School Enrichment.
6. Courses offered are at the college level and instructors will teach at that level. Students may be exposed to and/or be involved in discussions of mature subjects.
7. FCC is not responsible for the supervision of minor students anywhere on campus. Students must adhere to all college policies on course requirements, attendance, dates and deadlines, and any other applicable policies and procedures including the Student Code of Conduct. See college catalog or schedule of classes for policies.
8. Students must act on their own behalf. Parents, legal guardians, relatives, or friends of Fresno City College students are not permitted to enroll, drop, or add classes on behalf of the student. The same prohibition applies to requesting transcripts. Student records are protected under the Family Educational Rights and Privacy Act (FERPA). Therefore, FCC will not discuss or release student information to anyone, including parents, without the student’s signed written consent (see attached *FERPA Release Form*).
9. Once admitted, students may not participate in extra-curricular activities at FCC.

Student Signature:	Student’s Name (please print):	Date:
Parent/Legal Guardian Signature:	Parent/Legal Guardian’s Name (please print):	Date:

1. Apply Online

Complete the online admission application (www.fresnocitycollege.edu/HSE) for the first semester the student plans to attend. They must select “Enrichment/Dual Enrollment” under the “Term Applying For” in the application. It is not necessary to reapply in subsequent semesters. If the student is planning to enroll for courses after high school graduation, they must apply for regular admission through the online application.

2. See the High School Counselor

Meet with the student’s high school counselor to select courses and to receive approval to participate. If the student is seeking high school credit towards graduation, they must receive prior approval from the high school counselor. Students will only be permitted to enroll in classes approved by the high school counselor.

3. Submit the Completed High School Enrichment Packet

The High School Enrichment Packet must include the following:

- *Requirements and Policies Page*. The page must be signed by both the student and their parent/guardian.
- *High School Enrichment Request Form*. The form must be signed by the counselor and the high school principal. Students must also have the signature of a parent or legal guardian authorizing the student’s participation in the program.
- *High School Transcript*. The transcript must show all in progress and completed high school courses to date.
- *Optional: FERPA Release Form*. Include this form if the student wishes to release their educational information to the parent/guardian identified.

The completed packet must be submitted to the College Relations Office at Fresno City College, Student Services Building, Room ST-111 at least two weeks prior to the start of the selected course(s). Incomplete packets will not be accepted. For questions, College Relations can be reached at 559-442-8225.

4. Register for your courses if approved

Once you have submitted your completed HSE packet:

- If a counselor is available they will review the packet. If approved, the student will be given a copy to take to the Admissions & Records window where they will process the registration for approved courses.
- If a counselor is unavailable or the request requires additional approval, the student will be contacted via the phone number listed on the request form when the copy of the packet is ready.
- HSE students cannot register online. If the student is waitlisted for their approved course, they must check their SCCC email daily for notification of permission to register. Once the permission is granted, the student must register in person at the Admissions & Records registration counter along with their approved HSE packet copy by the deadline in the permission notification email.
- *Waitlist Note*: If the student does not receive permission to register via waitlist, they must attend the class on the first day to obtain an add slip from the professor and bring the slip, along with their approved HSE packet, to the Admissions & Records registration counter. If the course is offered online, the student must provide an email from the professor with the add code along with their HSE packet.

ENROLLMENT PERIOD: <input type="checkbox"/> FALL <input type="checkbox"/> SPRING <input type="checkbox"/> SUMMER YEAR: _____
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College Student ID # _____ Date of Birth ____ / ____ / ____ Student Last Name: _____ Student First Name: _____ MI _____ Home Address/City/ST/Zip: _____ Home Phone/Cell Phone: _____ E-mail Address: _____ High School: _____ Expected Graduation Year: 20 _____
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5 DIGIT SECTION #	COURSE No.	COURSE TITLE	UNITS	DAYS	TIME	HS CREDIT YES / NO
						YES / NO
						YES / NO
						YES / NO
Example 81632	Psy 2	General Psychology	3	MWF	2:00 pm – 3:50 pm	YES (NO)

Note: Counselor recommendation is course specific. Please include alternative courses (if any) in the event that the course is full. This form does not guarantee a space in the course(s).

FOR HIGH SCHOOL: I certify that this student has demonstrated adequate preparation and has availed him/herself of opportunities to enroll in “equivalent” courses in district(s) of attendance. We have selected and recommend the class(es) listed above, if approved by college officials:			
High School Counselor:			
	Print Name	Signature	Date
High School Principal:			
	Print Name	Signature	Date

FOR PARENT/GUARDIAN: I have read, understand, and agree to the High School Enrichment Program requirements as stated on the “Policies & Procedures” and “Steps to Enroll” pages, and I authorize my son/daughter to enroll.		
Parent/Legal Guardian Name (Please Print)	Parent/Legal Guardian Signature	Date

FCC Counselor Review:			
	Signature	Date	XCSM
Special Admittance Review: <input type="checkbox"/> APPROVED <input type="checkbox"/> DENIED			
	VP Signature	Date	

STATE CENTER COMMUNITY COLLEGE DISTRICT

AUTHORIZATION TO RELEASE STUDENT INFORMATION (FERPA) FORM

STUDENT NAME: _____ ID#: _____

Print Name

ADDRESS: _____ Phone: _____

I authorize the release of all information concerning my educational and financial records to the individual(s) listed below. I understand that if I choose to cancel this authorization, I must provide a written notice to the Admissions and Records Office. This does not affect any information released by the District prior to receipt of the cancellation. If I wish to have my educational and financial records released to any other person(s) after this date, I must complete a new FERPA release form.

Name	Relationship	SSN (Last 4 digits)	Telephone
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Name	Relationship	SSN (Last 4 digits)	Telephone
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Name	Relationship	SSN (Last 4 digits)	Telephone
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Name	Relationship	SSN (Last 4 digits)	Telephone
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Before any of your student information is released, the above person(s) must be able to verify their relationship to you, the last four digits of their own social security number, and all of the following information about you:

- Full Name
- Social Security Number
- Date of Birth

By signing this document, you consent the release of your educational and financial information to the individuals listed above. This consent applies to educational records that may otherwise be protected under the Family Educational Rights and Privacy Act (FERPA) of 1974, as amended by, 20 U.S.C. 1232g.

Student Signature: _____ Date: _____

If this form is mailed or faxed in, it must be accompanied with a government issued photo ID with student's signature.