



Concurrent Enrollment Program Expectations and Requirements

Requirements for Concurrent Enrollment:

- Must be in (or starting) 11th or 12th grade
- Must be at least 16 years of age by the first day of the semester/ session (for which you have applied)
- Must submit a **completed** Concurrent Enrollment Application Packet with the following:
 - Parent signature
 - Signature of authorization by your High School Counselor, Principal or Career Technician
 - High school transcript (an unofficial transcript will be accepted) **report cards and progress reports will not be accepted**
 - Petition for exception (if required- see below for details)

Forms are available online, at your high school or in the Admission Office at West Valley College. To download forms, go to www.westvalley.edu and click on Admissions Step by Step Instructions

Concurrent Enrollment Applications Packets:

- Incomplete packets **will not** be accepted.
- High school students are required to submit a new packet each semester/ term that they plan to concurrently enroll for classes at West Valley College.
- A maximum of 6 units is permitted in the Fall and Spring semesters; 5 units for Summer and Winter sessions
- West Valley College Assessment Tests are required for all students applying for Math, English, Physics or Chemistry (see below for details)
- Classes are taught at the college level; curriculum will not be modified nor will other accommodation be made
- All Concurrent Enrollment students are identified on the instructor's roster (for safety and liability purposes)
- All registration is done **in-person** only (this includes adding and dropping classes)
- Concurrently enrolled high school students are held to the same deadline dates, policies and procedures as any college student

Registration Process:

- You will be issued a West Valley College ID number from the Admissions Office.
- An appointment date and time will be assigned for you to register in-person. On your appointment date, student (or parent with permission note) will register for classes. Please be prepared and have all classes, including alternatives, (in the event your selection is full) selected.
- Concurrently enrolled students will have all enrollment (registration) fees waived
- Concurrently enrolled students are **not eligible** for placement on waiting lists, if a class is full an "add" slip will be offered to the student. Students wishing to add a class must attend the first class meeting and obtain a signature on the add slip. Add slips are to be turned into the Admissions Office for processing

Assessment Testing Sessions:

- Each test takes about 45 minutes and students can choose to take math, reading and/or English.
- Check the assessment schedule online at www.westvalley.edu/assess/ or in the current schedule of classes
- Seating is limited. No one is admitted after the stated/ listed/ posted testing time
- No appointment or reservation required
- Students must bring their WVC ID number and a number 2 pencil to the testing
- Parking: Purchase a one day parking permit (\$2.00 in quarters) from machines in parking lots

Petitions for Exception:

- Students can submit a petition for the following reasons
 - Request an exception to enroll in additional units beyond the set maximum
 - Request an exception of the age/grade requirements for enrollment
- Petitions will not be reviewed until Assessment test results are available.
- Petition decisions are final
- Students will receive notification of the committee's decision by either mail or by phone

Students' Expectations and Responsibilities:

- Clear prerequisites and arrange for Assessment testing (if necessary)
- Conduct yourself in a responsible and appropriate manner for a college environment
- Submit "add" or "drop" slips to the Admissions Office for processing within the appropriate deadline dates
- Students are responsible for purchasing a parking permit each semester or session they attend
- Students are required to purchase all books and materials necessary for their classes
- Final grade (s) will become part of your permanent academic record.
- By signing the Concurrent Enrollment Application Form you acknowledge reading the "Student's Expectations and Responsibilities" listed above

Parents' Expectations and Responsibilities:

- Ensure that your student's maturity level and academic preparation are appropriate for the college-learning environment. Content in some classes may not be suitable for minors.
- Student must have access to a parent (i.e. cell phone) in case of emergency, class cancellation, campus evacuation, blackout or any non-planned event.
- Complete a Confidential Youth Emergency Card (included in the packet) and submit to the Admissions Office.
- Be advised that concurrently enrolled students are treated like any other college student; therefore written authorization from your student is required to conduct business on his/her behalf. (Faculty should not be contacted directly by parents.)
- By signing the Concurrent Enrollment Application Form you acknowledge reading the "Parents Expectations and Responsibilities" listed above

Counselor, Advisor or Principals' Responsibilities:

- Recommend only those classes that the student is ready to handle academically, emotionally and socially
- Remind the student and parents that all classes are taught at a college level and pace.
- By signing the Concurrent Enrollment Application Form you acknowledge that the student has permission to take classes at West Valley College.
- *The student's recommendation for enrollment to West Valley College must not exceed the 5% statutory limit for summer session*