

AR 5010 Admissions

NOTE: *This procedure is **legally required**. Local practice may be inserted below, so long as it does not conflict with the general admissions requirements of Education Code Section 76000. The District should address:*

- Designated authority and responsibility for the admissions process
- Admission procedures for students over 18 with a high school diploma
- **Admission criteria and procedures for students over 18 without a high school diploma**
- Admission procedures for non-resident students that include a determination of residency status (AR 5015 Residence Determination)
- Publication of admissions policies and procedures

Revised 4/24

AR 5010 ADMISSION ELIGIBILITY

All students must submit an application for admission. Admission information (policies and procedures) is available in the Admissions and Records website. Other programs may require separate application.

Admission Eligibility for Credit Programs

Authority to oversee the admission of eligible students is delegated to the Dean of Enrollment Services or designee. The Dean of Enrollment Services or designee shall be responsible for evaluating the validity of a student's high school completion if the College or the United States Department of Education has reason to believe that the high school diploma is not valid or was not obtained from an entity that provides secondary school education.

Students eligible for regular admission to the District must be 18 years of age or older or must possess a high school diploma from a U.S. regionally accredited or foreign high school; a GED; California High School Certificate of Proficiency; or the equivalent.

Any apprentice, as defined in Labor Code Section 3077, **or any other person who is over 18 years of age** whom, in the judgment of the Dean of Enrollment Services, is capable of profiting from the instruction offered at the College may be admitted. **(see yellow below, they are separate)**

Students under the age of 18, who have completed high school from a U.S. regionally accredited or foreign high school, possess a GED, or a California High School Certificate of Proficiency, or the equivalent, may be admitted as regular students, but shall submit official proof of completion to the Admissions and Records Office in order to remove the "Under 18" years of age hold from the student's record. This hold prevents all enrollment transactions. **(can we make this process easier)**

Students who previously attended but have missed two consecutive semesters (fall or spring) must submit a new application for admission.

Each person applying for admission or enrollment is classified as a “resident” or a “non-resident” for purposes of admission and/or tuition. Residence classification procedures are outlined in AR 5015 Residence Determination.

- In brief, a “resident” is a person who is eligible to establish California residency for tuition purposes or who has resided in California for at least one year and one day and who established a legal residence in California prior to the residency determination date. (when term begins) day immediately preceding the opening day of instruction for any session during which the student proposes to attend.

A “nonresident” is one who has not resided in the State for more than one year prior to the residency determination date and who has not established legal residence or is not eligible to establish California residency for tuition purposes.

Students interested in participating in the high school concurrent (and/or dual enrollment) program are subject to admission requirements outlined in AR 5011 Admission & Concurrent Enrollment of High School & Other Young Students.

Admission Eligibility for Noncredit Programs

Students eligible for admission to noncredit programs must be 18 years of age or older or must possess a high school diploma from a U.S. regionally accredited or foreign high school; a GED; California High School Certificate of Proficiency; or the equivalent. What about students who do not possess HS diploma.

A student seeking to enroll exclusively in noncredit courses, such as career development and college preparation courses, may be admitted to the College once a noncredit application is completed. These students shall not be subject to the residency determination requirements prescribed in AR 5015 Residence Determination.

Students attending Santa Monica College with F-1/F-2 international status shall not be admitted to noncredit programs.

Admission of F-1 and F-2 Status Students

Applications will be accepted from those who wish to enter Santa Monica College with an F-1 or F-2 status. F-1 and F-2 students will be admitted for all terms. Admission requirements for F-1 and F-2 students are noted in AR 5012 International Students.

The admission of eligible F-1 status students is delegated to the Dean of International Education or designee.

F-1 students are required to enroll in credit programs of 12 or more units in the fall and spring terms. F-1 students admitted for winter or summer terms must enroll in 4 or more units their first term.

F-2 students are limited to enrolling on a less than full-time basis.

Neither F-1 nor F-2 students may enroll in noncredit courses in accordance with noncredit funding requirements.

Also see AR 5015 Residency Determination, AR 5020 Nonresident Tuition & Exemptions, AR 5013 Students in the Military and AR 5030 Fees

References:

Education Code Sections 46100 et seq., 48800, 48800.5, 76000 et seq., and 78030-78034;

34 Code of Federal Regulations Section 668.16(p) (U.S. Department of Education regulations on the Integrity of Federal Student Financial Aid Programs under Title IV of the Higher Education Act of 1965, as amended)

Revised: 4/29/03, 4/17/19

48800. (not all included)

(a) The governing board of a school district may determine which pupils would benefit from advanced scholastic or vocational work. The intent of this section is to provide educational enrichment opportunities for a limited number of eligible pupils, rather than to reduce current course requirements of elementary and secondary schools, and also to help ensure a smoother transition from high school to college for pupils by providing them with greater exposure to the collegiate atmosphere. The governing board of a school district may authorize those pupils, upon recommendation of the principal of the pupil's school of attendance, and with parental consent, to attend a community college during any session or term as special part-time or full-time students and to undertake one or more courses of instruction offered at the community college level.

(b) If the governing board of a school district denies a request for a special part-time or full-time enrollment at a community college for any session or term for a pupil who is identified as highly gifted, the governing board shall issue its written recommendation and the reasons for the denial within 60 days. The written recommendation and denial shall be issued at the next regularly scheduled board meeting that falls at least 30 days after the request has been submitted.

(c) A pupil shall receive credit for community college courses that the pupil completes at the level determined appropriate by the governing boards of the school district and community college district. Using available funding apportioned to the community college district pursuant to Section 84750.4, the governing board of the community college district shall report the pupil's completed courses and grades received through eTranscript California, also referred to as "eTranscriptCA," for purposes of enabling the uniform integration of the pupil's completed courses and grades received into the pupil's universal and electronic high school transcript that is housed on the CaliforniaColleges.edu platform.

(d) (1) The principal of a school may recommend a pupil for community college summer session only if that pupil meets both of the following criteria:

(A) Demonstrates adequate preparation in the discipline to be studied.

(B) Exhausts all opportunities to enroll in an equivalent course, if any, at the pupil's school of attendance.

(2) For any particular grade level, a principal shall not recommend for community college summer session attendance more than 5 percent of the total number of pupils who completed that grade immediately before the time of recommendation.

48800.5. (not all included)

(a) A parent or guardian of a pupil, regardless of the pupil's age or class level, may petition the governing board of the school district in which the pupil is enrolled to authorize the attendance of the pupil at a community college as a special full-time student on the ground that the pupil would benefit from advanced scholastic or vocational work that would thereby be available. If the governing board denies the petition, the pupil's parent or guardian may file an appeal with the county board of education, which shall render a final decision on the petition in writing within 30 days.

76000.

The governing board of a community college district shall admit to the community college any California resident, and may admit any nonresident, possessing a high school diploma or the equivalent thereof.

The governing board may admit to the community college any apprentice, as defined in Section 3077 of the Labor Code, who, in the judgment of the governing board, is capable of profiting from the instruction offered.

The governing board may by rule determine whether there shall be admitted to the community college any other person who is over 18 years of age and who, in the judgment of the board, is capable of profiting from the instruction offered. If the governing board determines to admit other persons, those persons shall be admitted as provisional students and thereafter shall be required to comply with the rules and regulations prescribed by the board of governors pertaining to the scholastic achievement and other standards to be met by provisional or probationary students, as a condition to being readmitted in any succeeding semester. This paragraph shall not apply to persons in attendance in special classes and programs established for adults pursuant to Section 78401 or to any persons attending on a part-time basis only.

Interdistrict Attendance [78030 - 78034]