

SANTIAGO CANYON COLLEGE
CAREER ADVANCED PLACEMENT CAP

(Must submit in person after completing application online)

Check this box if you have taken a course at Santiago Canyon College.

Student's Name _____
Last First SCC Student #

Term/ Year High School Grade DOB: mm/dd/yy Student's email Student's Phone #

Parent's Name _____
Last First

Parent's Signature _____
Date

Student's Signature _____
Date

Enrollment fees are waived for 9, 10, 11 and 12 grade students, unless student is enrolled full time at SCC.
SCC full-time status is 12 units for Fall/Spring semester, 6 units for Summer session.

Courses Approved for Enrollment by High School Principal/Counselor

- ✓ Registration is only allowed for courses approved and listed on CAP form
- ✓ Registration is **ONLINE**
- ✓ If student is taking an English, Math or advanced Chemistry course, student must complete a Placement Test prior to submitting the CAP form.

_____ Course Title Course Title

_____ Course Title Course Title

High School _____
Name of HS High School Phone Number

Name of High School School Principal/Counselor _____
Please print

Signature of Principal/Counselor _____
Date

**SCC Department Dean's Signature/Approval Required for Students
Under 15 years of age or below 9th grade**

_____ SCC Department Dean's Signature Approved Denied

OFFICE USE ONLY

Entered in STPE Clerk's Initials _____ Date _____

SEE NEXT PAGE FOR CAP PROCEDURE

CAREER ADVANCED PLACEMENT PROCEDURE

REGISTRATION PROCEDURE AND USE TOWARD HIGH SCHOOL GRADUATION

1. Complete college application [online](#).
2. Placement testing is required of students enrolling in English, Reading, Mathematics and advanced Chemistry courses. Student may schedule a [Placement Test](#) online at www.sccollege.edu/testing.
3. Print Career Advanced Placement (CAP) Form.
4. Obtain signature of parent, high school principal/counselor. Student under 15 years of age or below 9th grade must obtain an additional signature from Santiago Canyon College Assistant Dean of Admissions & Records or the Registrar (Admissions & Records Office, Building E - Room 101). ***Both the student and parent must be present.***
5. Submit completed and signed CAP form to the Admissions & Records Office (E-101) *in person, before* your registration date. Online registration is restricted until the CAP form is submitted.
6. The parent's signature indicates that the student has permission to take classes at Santiago Canyon College and assumes full responsibility for their young adult's conduct while in class and on campus. The parent and student agree to abide by all rules and regulations regarding student conduct at Santiago Canyon College, as listed in the Student Handbook.
7. Use of Course(s) Toward High School Graduation:
 - a. Upon completion of the course(s), request an official transcript be forwarded from Santiago Canyon College to your high school. Advise your high school of the transcript request and indicate course(s) that you wish to use toward high school graduation.
 - b. The high school must evaluate the Santiago Canyon College transcript to determine which college credit classes will be used for high school credit. After evaluation, the high school makes the appropriate allowances for Santiago Canyon College credit on the student's high school record, according to Title V, Section 1630.

PRINCIPAL'S CERTIFICATION FOR CONCURRENT ENROLLMENT

Section 1. Section 48800 of the Education Code: 48800. (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. The governing board 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 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 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) The students shall receive credit for community college courses that they complete at the level determined appropriate by the school district and community college district governing boards. (d) The principal of a school may only recommend a pupil for community college summer session if that pupil meets all the following criteria: (1) Demonstrates adequate preparation in the discipline to be studied. (2) Exhausts all opportunities to enroll in an equivalent course, if any, at his or her school of attendance. (3) For any particular grade level, a principal may not recommend for community college summer session attendance more than 5 percent of the total number of pupils who completed that grade immediately prior to the time of recommendation. (4) Notwithstanding Article 3 (commencing with Section 33050) of Chapter 1 of Part 20, compliance with this subdivision may not be waived.

Section 2. Section 48800.5 of the Education Code: 48800.5 (a) A parent or guardian of a pupil, regardless of the pupil's age or class level, may petition of the governing board of the school district in which the pupil is enrolled to authorized 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. (b) A pupil who attends a community college as a special full-time student pursuant to this section is exempt from compulsory school attendance under Chapter 2 (commencing with Section 46100) of Part 26. (c) A parent or guardian of a pupil who is not enrolled in a public school may directly petition the president of any community college to authorize the attendance of the pupil at the community college as a special part-time or full-time student on the ground that the pupil would benefit from advanced scholastic or vocational work that would thereby be available. (d) Any pupil authorized to attend a community college as a special full-time student shall, nevertheless, be required to undertake courses of instruction of a scope and duration sufficient to satisfy the requirements of law. (e) For purposes of allowances and apportionments from the State School Fund, a community college shall be credited with additional units of average daily attendance attributable to the attendance of special full-time students at the community college.

Section 3. Section 48802 of the Education Code: 48802. (a) For purposes of allowances and apportionments from Section B of the State School Fund, a community college shall be credited with additional units of average daily attendance attributable to the attendance of pupils at the community college as special part-time students pursuant to this article and as set forth in Section 76002. (b) A school district whose pupils attend a community college as special part-time students pursuant to this article shall, for purposes of allowances and apportionments from Section A of the State School Fund, continue to receive credit for attendance by those pupils computed in the manner prescribed by law, and a pupil's attendance at school for the minimum school day shall be deemed a day of attendance for purposes of making the computation.



Santiago Canyon College Career Advanced Placement (CAP)

Dear High School Career Advanced Placement (CAP) Student,

You are registering for a college class. There are a few things you need to know about college credit classes. **This is a limited program geared toward educational enrichment not remediation.**

- You will be receiving college credit for this class whether or not you choose to use it toward high school graduation. This means that you will have a college transcript listing the class or classes that you are taking and the grades that you receive. You are establishing a permanent record with the college.
- You are required to attend class until the end of the semester unless you decide to drop the class online prior to the deadline identified in the schedule of classes. The drop deadline is set when 75% of the course has been completed, or 10% of the course if less than a full semester course. You will receive a "W" when you drop after the first two weeks of a full semester or after the first week of the summer session. Please read class section details listed in WebAdvisor (Online Records) for important refund and drop deadlines.
- Be sure to attend all classes. Material covered in college courses is at a faster pace than high school classes. Expect to spend twice as much time outside of class as you do in class completing assignments and homework.
- Enrollment fees are not charged to high school students enrolling in less than 12 units. If you enroll in 12 or more units during fall and spring semesters, and during summer session 6 units or more, you will be charged the current per unit enrollment fee for all units enrolled. The enrollment fee is \$46 per unit. All concurrently enrolled high school students are charged health fees.

Santa Ana and Santiago Canyon Colleges maintain open campuses. Students function under Standards of Student Conduct (Board Policy 5201) and there is an expectation that adult behavior will be displayed by students on campus. Academic honesty is a requirement and sanctions are identified in course overviews which are distributed by faculty on the first day of class. Students are responsible for their own transportation and materials on campus.

College students receive priority for registration. Under the California Code of Regulations, title 5, section 58108 "a district may establish a priority registration system which would accord adult students higher registration priority". Therefore, high school students are only able to register during their assigned registration time **during the week prior** to the start of the term. **The transcript information is confidential and is only accessible by the student. All student record information is confidential and not accessible to parents or guardians.**

Student's Printed Name _____ SCC Student # _____

Student's Signature _____ Date _____

Parent/Guardian Signature _____ Date _____