Concurrent Enrollment Process for First-Time Applicants

Step 1: Apply first for admission to Santa Monica College at [http://www.smc.edu/apply](http://www.smc.edu/apply)

- The student must complete this application to obtain their college ID number. It is vital that the student fill out their own application for admission and provide contact information where they can be reached directly. Parents can help with the application process, of course.
- Please note: The Family Educational Rights and Privacy Act (FERPA) of 1974 protects the privacy of a student's education records by placing limits on who may have access to the records, what information may be shared or disclosed, and how that information may be used. Santa Monica College complies with FERPA and has strict policies and procedures in place governing student records. In general, the College does not permit access to a student's records or disclose information in them to anyone (including a student's parents) without the student's written consent. The student's age is not a factor.
- Once the student has completed the online application, they will receive a confirmation email containing a permanent SMC student ID number. Keep this number in a safe place as they will need to use it during the enrollment process.

Step 2: Take the English Assessment test. Take the Math Assessment, if applicable.

- All High School Concurrent Enrollment students must take the English Assessment test. They must place at English 21A or higher in order to participate in our program. If there is a prerequisite of English 1, students must have completed English 1 in order to be eligible. If there is a Math prerequisite or advisory for the course, students must take the Math Assessment test. Students must place one level above the prerequisite or advisory. These prerequisites and advisories can be found in the SMC Schedule of Classes, which can be found here: [http://www.smc.edu/AboutSMC/Pages/Class-Schedules.aspx](http://www.smc.edu/AboutSMC/Pages/Class-Schedules.aspx).
- For more information on the assessment tests and results, or to get the testing schedule please call (310) 434-8040 or visit the Assessment Center on the web at [www.smc.edu/assessment](http://www.smc.edu/assessment).

Step 3: You must read, and complete the High School Concurrent Enrollment Application.

- Read and fill out the application completely and don't forget to check for all the signatures. Your signature indicates you have read and understood the terms and conditions outlined therein. This form must be completed in INK, not pencil. Page 3 is a supplemental page, to be completed if the counselor recommends more than 4 possible courses.
- Write your SMC ID number in the space provided.
- Obtain the signatures from your parent(s)/legal guardian(s).
- Have your high school counselor fill out and sign-off on which courses are recommended. The student and the counselor must choose appropriate coursework together. Specific courses must be chosen, as listed in the SMC catalog or Schedule of Classes (e.g., History 11 or Psychology 1).
- Students are limited to enrolling in 2 courses, but we suggest that counselors list more than two recommendations since classes often close early. Students will only be approved to enroll in courses that have been recommended by a high school counselor.
- Have your high school principal sign the form to approve your participation. All signatures and an official, raised high school seal or official high school stamp are required in order for the application to be processed.
- If a mistake is made, do not just cross off or white out the form. Complete a new one to avoid any misunderstandings.
- Students are not allowed to enroll in physical education courses. This is SMC policy, as stipulated in the High School Concurrent Enrollment application. No exceptions to these rules are permitted.

Step 4: Bring completed applications to the SMC Admissions and Records Office to complete the admissions process.

What to bring?

- High Concurrent Enrollment application form, with an official high school seal
- A copy of your most current high school transcript, listing the entirety of the coursework you have completed in high school. 8th and 9th grade students will need to provide middle school/Junior high school transcripts.
- If you test the day you bring in your paperwork, please bring the results of your SMC English assessment test and Math assessment test (if applicable).
• A picture ID (you will not be processed without it). Note: You must come in person if you wish to inquire about your eligibility. Otherwise, forms can be turned in at the Admissions Office and you will receive instructions by email.
• If you cannot visit the college, you may mail your documents to:

Santa Monica College  
Admissions and Records--Concurrent Enrollment  
1900 Pico Boulevard  
Santa Monica CA 90405

• If approved to take courses, you will receive a letter via email containing the date and time for you to enroll online via Corsair Connect, our student portal.

Step 5: Enroll online (via Corsair Connect) in the courses for which you have been approved.

Please note: Prior to receiving an enrollment approval confirmation via email, High School Concurrent Students will be unable to login to Corsair Connect.

Important guidelines for enrollment:
• You will only be allowed to take the courses for which you have been approved by your high school counselor.
• SMC High School Concurrent Enrollment students will not be assigned an enrollment date until all documents have been submitted to and approved by the SMC Office of Admissions and Records. If you would like to submit more course choices after you have been approved for the program, a separate High School Concurrent Enrollment Application (duly completed) must be turned in. Remember, you will only be permitted to take 2 classes in total and they must have prior approval by your counselor.
• Please understand that High School Concurrent Students will begin the process of enrolling in classes on the last day of the priority enrollment period. As a result, some courses may be full. High School Concurrent Enrollment students are encouraged to continue seeking an enrollment spot via Corsair Connect as long as possible. After the term begins, they may visit the class the first day (or email the professor, in the case of online courses) and ask the instructor if late adds are being permitted, then follow their direction. Students who apply after the start of the semester may be required to provide add code(s) in order to be approved for enrollment.
• Submission of a High School Concurrent Enrollment Application form does not guarantee that a student will obtain a seat in the classes they have been approved to take.

Concurrent Enrollment Process for Returning Applicants

Students who have applied to the High School Concurrent program in prior semesters must do the following:

• Complete a High School Concurrent Enrollment Application and re-apply to SMC online if you are not currently enrolled as a student.
• Submit the most recent high school transcript available.
• Take assessment test (when necessary). Be certain to check if any assessment tests you have taken are still valid; scores expire one calendar year to the day after the student tests. If the course(s) you are planning to take need a skills assessment and your scores will expire before the term begins, you will need to re-test.

High School Concurrent Enrollment Program Contact Information

Mr. Cael Edwards  
(310) 434-4447  
edwards_cael@smc.edu
HIGH SCHOOL CONCURRENT ENROLLMENT
POLICIES AND REQUIREMENTS

High School Concurrent Enrollment permits high school students the opportunity to enroll in courses at Santa Monica College or at the high school site for educational enrichment.

Policies and Requirements:

1. Students must have completed the 8th grade or equivalent prior to the beginning of the semester or term they plan to participate in the program. Students just completing 8th grade will not be approved until they provide proof of final grades for 8th grade coursework.
2. Students must complete all forms with their high school counselor who will help select classes that meet their educational needs. Students will only be permitted to enroll in classes approved by the counselor.
3. The High School Concurrent Enrollment Application must be signed by the counselor and the high school principal, and embossed or stamped with the high school’s official seal.
4. The local school district principal approval and formal affidavit is required for a student participating in a home school program.
5. Applicants are required to take the SMC English assessment test and must place into English 21A or higher (Level B English) in order to participate in the program, except if enrolling only in a performance or activity courses.
6. Students must take the Mathematics placement examination if enrolling in courses where a specific mathematics proficiency level is advised or required.
7. Students must have the signature of a parent or legal guardian authorizing the student’s participation in the program.
8. Applicants must submit a copy of their complete high school transcript showing all high school courses completed to date, along with the High School Concurrent Enrollment Application, prior to enrollment in each semester when he/she wishes to take courses. Transcripts for any college coursework should also be provided.
9. Participating students are exempted from enrollment fees and non-resident tuition, if they are physically attending a high school in California. Out-of-State students do not qualify for the fee exemption. High School students are required to pay for parking, course materials, books, and health fees. The Student ID fee is optional but must be paid for by the student if they wish to receive and SMC ID card.
10. Students are limited to six units, or two classes, per semester or term.
11. Students will not be allowed to take courses in subject areas where the student previously received a grade below a C, whether taken at the college or high school level.
12. Students will not be permitted to enroll in any physical education courses.
13. Credit courses are college courses and 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 Santa Monica College transcript. Students wishing to forfeit the college credit must file the College Credit Forfeiture Request form within two weeks of enrolling in courses. This decision is not reversible. Forfeited coursework will still appear on the SMC transcript, but the forfeiture of credit will be clearly annotated.
14. Courses offered are at the college level and instructors will teach at that level. Students may be exposed to and be involved in discussions of mature subjects.
15. Santa Monica College is not responsible for the supervision of minor students anywhere on campus.
16. 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.
17. Students must act on their own behalf. Parents, legal guardians, relatives, or friends of Santa Monica College students are not permitted to enroll, drop, or add classes on behalf of the student. Students giving parents their ID and password are in violation of our Computer Use Policy and may be subject to disciplinary action or denial of access to the student portal. The same prohibition applies to requesting transcripts. Student records are protected under the Family Educational Rights and Privacy Act (FERPA). Therefore, SMC will not discuss or release student information to anyone, including parents, without the student’s signed written consent.
18. Once admitted, students may not participate in extra-curricular activities at SMC.
19. F-1 and other select non-immigrant Visa students are not eligible to enroll as a High School Concurrent Enrollment student.

Student & Parent/Legal Guardian Agreement: I have read, understand, and agree to the above policies and requirements.

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<tr>
<th>Student's Signature:</th>
<th>Student’s Name (please print)</th>
<th>Date:</th>
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<tbody>
<tr>
<td>Parent/Legal Guardian’s Signature:</td>
<td>Parent/Legal Guardian’s Name (please print):</td>
<td>Date:</td>
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REV 08/04/2015
**HIGH SCHOOL CONCURRENT ENROLLMENT APPLICATION**

**TO BE COMPLETED BY THE STUDENT**

NOTE: A separate application must be submitted for each semester or session in which the student wishes to enroll.

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<th>Legal Name:</th>
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<td>SMC ID Number</td>
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**Term:** Winter ❑ Spring ❑ Summer ❑ Fall ❑ Year: ________ Current Grade Level: 9th* ❑ 10th ❑ 11th ❑ 12th ❑

**Name of High School:** ____________________________

**City/County of School:** ____________________________

**Type of School:**   Public High School ❑ Private High School ❑ Charter School ❑ Home School ** ❑

* Students must have completed the 8th grade by the beginning of the term to be eligible to participate.

**HIGH SCHOOL COUNSELOR & PRINCIPAL’S AUTHORIZATION**

The above named student has been authorized to enroll in any of the following course(s) Santa Monica College courses for the term noted above, subject to SMC’s unit limitations. By providing your signature, and applying your high school official seal to this form, you are certifying the student is prepared to undertake college-level work in this courses below. You must list the specific courses, not merely a generic discipline or title (e.g. Math 7; History 11)

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<th>Recommended Course:</th>
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Per California Education Code Section 76001, the principal of the public school certifies, by signing this application that no more than 5 percent of the total number of pupils per grade level shall be recommended for concurrent enrollment during the SMC summer session.

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<th>Counselor’s Printed Name:</th>
<th>Counselor’s Phone Number:</th>
<th>Counselor’s Signature:</th>
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**PARENTAL CONSENT**

I authorize my son/daughter to enroll in the Santa Monica College High School Concurrent Enrollment Program for the term specified above. My signature affirms my approval as the parent/legal guardian for enrollment at Santa Monica College in any of the course(s) listed above. I further affirm my understanding and agreement with the Policies and Requirements listed on the back page.

Parent/Legal Guardian's Signature: ____________________________ Date: __________

**Authorization and Consent for Treatment of a Minor**

All SMC students have the right to utilize the services offered by our Health Center. Since your child is a minor, your consent for treatment is required. That consent is OPTIONAL, but the student cannot be treated without it.

I hereby give consent for the provision of health service to the minor student named above. Services to be provided may include first aid, health counseling, nursing assessments, or any other care when determined advisable by and rendered under the supervision of a Health Services Registered Nurse or practitioner.:

If unable to reach me in an emergency, I consent for my child to receive reasonable treatment under the general or specific instruction of Santa Monica College Health Services. **YES** ❑ **NO** ❑

Parent/Legal Guardian's Signature: ____________________________ Date: __________

Daytime Phone Number: ____________________________ Evening Phone Number: ____________________________

**REV 08/04/2015**
# HIGH SCHOOL CONCURRENT ENROLLMENT
## ADDITIONAL COURSE RECOMMENDATIONS

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<th>Student’s Name</th>
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### HIGH SCHOOL COUNSELOR & PRINCIPAL’S AUTHORIZATION

The above named student has been authorized to enroll in any of the following course(s) Santa Monica College courses for the term noted above, subject to SMC’s unit limitations. By providing your signature, and applying your high school official seal to this form, you are certifying the student is prepared to undertake college-level work in this courses below. You must list the specific courses, not merely a generic discipline or title (e.g. Math 7; History 11)

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Specify courses as listed on the SMC class schedule (e.g., History 11 or Math 2), not just a generic subject (e.g., Calculus, American History)

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<th>Counselor’s Printed Name</th>
<th>Counselor’s Signature</th>
<th>Date</th>
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