High School Concurrent Enrollment Guide
## Table of Contents

- Quick Steps to Apply/Enroll .......................................................................................................................... 3
- About the High School Concurrent Enrollment Program ................................................................................. 4
- Program Fees .................................................................................................................................................. 4
- Advantages of Participation ............................................................................................................................. 4
- Popular Courses ............................................................................................................................................. 4
- Course Prerequisites/Advisories ....................................................................................................................... 5
- Student’s Right to Privacy ................................................................................................................................... 5
- Application Requirements for Program Participants ......................................................................................... 5
  - New Program Participants ............................................................................................................................. 5
  - Previous Program Participants ....................................................................................................................... 5
- Frequently Asked Questions ............................................................................................................................ 6
- High School Concurrent Enrollment Application Form ...................................................................................... 7

---

### Santa Monica College High School Concurrent Enrollment

[www.smc.edu/highschool](http://www.smc.edu/highschool)

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

Temporary Contact:  
Ms. Angela Munoz  
Supervisor, Admissions & Records  
munoz_angela@smc.edu  
310-434-4455
Quick Steps to Apply/Enroll
Here are some basic steps to get you started. Full details on these steps are provided in later pages.

- **Complete the 8th Grade**
  - You must have completed the 8th grade (or will complete it by the start of the term) and be at least 13 years of age.

- **Apply to SMC**
  - Apply for admission to Santa Monica College (at [www.smc.edu/apply](http://www.smc.edu/apply)).
  - Your SMC ID number will be generated, which you will need to enroll in classes.
  - Complete the SMC High School Concurrent Enrollment Application (download a fillable form from [www.smc.edu/highschool](http://www.smc.edu/highschool); or available in this packet starting on page 7).
  - Login to your SMC Corsair Connect portal at [www.smc.edu/cc](http://www.smc.edu/cc) to activate your SMC email account.

- **Take the SMC Placement Test**
  - Take the relevant placement tests at the SMC Assessment Center ([www.smc.edu/assessment](http://www.smc.edu/assessment)).
  - Place into English 21A minimum, but ensure you meet specific course prerequisites and advisories for the courses you wish to take.
  - The placement test is not needed if only taking performance or activity courses.

- **Submit Your SMC HS Concurrent Enrollment Application to the SMC Admissions Office**
  - First, complete all relevant parts of the SMC Concurrent Enrollment application form in this packet; get approval from your school counselor and principal to enroll in specific classes at SMC (signatures and school seal needed). Be sure to consider backup courses just in case!
  - You will only be able to enroll in courses that are included on the form.
  - Include a copy of your entire high school transcript—not just the current year.
  - Turn in the application to the SMC Admissions & Records Office. Bring your photo ID.
  - You may enroll in up to 6 units (or 2 courses) per term on your designated enrollment date.

- **Once Admitted**
  - Admissions & Records staff will record into the enrollment system the courses for which you have been approved and assign you an enrollment date/time.
  - You will receive an email on your SMC email account informing you of this approval.
  - Check the Schedule of Classes at [www.smc.edu/classschedule](http://www.smc.edu/classschedule) for available classes.

- **Enroll in Your Courses**
  - Don’t miss your enrollment date/time.
  - Enroll through your student portal, Corsair Connect, at [www.smc.edu/cc](http://www.smc.edu/cc).
  - Your tuition is FREE*, but you must pay other applicable fees (Mandatory health fee: $16-$19 per term; Student ID card: $13; parking permit, if needed)
  - Buy your books at the SMC Bookstore ([bookstore.smc.edu](http://bookstore.smc.edu))
  - Attend courses when the term starts. Don’t miss the first week!

*Only to California residents who are physically attending school in California.
About the High School Concurrent Enrollment Program

The High School Concurrent Enrollment program at Santa Monica College allows eligible students to enroll in college courses and earn both high school and college credit simultaneously. Participating students not only get a “taste” of college, but also get a head start on their college career. Students complete assignments in the same manner as “regularly” admitted students and are given a final grade that is posted on their SMC official college transcript.

Program Fees

Tuition is FREE for all students physically attending high school in California; a savings of $138 to $276 for a typical High School Concurrent Enrollment program participant. Students are responsible for all other fees (e.g., course materials, books, health fee, and Student ID card (optional)). For more information concerning fees, please visit www.smc.edu/fees.

Advantages of Participation

According to the Community College Research Center at Columbia University, students participating in high school concurrent programs (also known as dual enrollment programs) increase their likelihood of: earning a high school diploma, enrolling and attending full-time as regular college students, persisting to degree completion, earning higher GPAs as freshmen college students, and earning a higher number of college credits than non-concurrent enrollment students.

Popular Courses

SMC offers thousands of courses annually. Here is a listing of popular courses among high school concurrent enrollment students.

<table>
<thead>
<tr>
<th>Top 20 Classes for Concurrent Enrollment Students</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 3</td>
</tr>
<tr>
<td>CHEM 10</td>
</tr>
<tr>
<td>CIS 4</td>
</tr>
<tr>
<td>COM ST 35</td>
</tr>
<tr>
<td>ECON 1</td>
</tr>
<tr>
<td>HEALTH 10</td>
</tr>
<tr>
<td>HIST 1</td>
</tr>
<tr>
<td>HIST 2</td>
</tr>
<tr>
<td>HIST 11</td>
</tr>
<tr>
<td>HIST 12</td>
</tr>
</tbody>
</table>
Course Prerequisites/Advisories
Many SMC courses have specific prerequisites or advisories which are indicated on the schedule of classes. All students must meet these before they enroll. All concurrent enrollment students must place into at least English 21A if taking courses without a prerequisite or advisory. The only courses exempted from this requirement include performance and activity courses such as dance, painting, etc.

Student’s Right to Privacy
The Family Educational Rights and Privacy Act (FERPA) of 1974 protects the privacy of a student’s education records by placing limits on whom 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. Because high school concurrent enrollment students are considered college students (even if underage), SMC does not permit access to their education records or disclose information in them to anyone (including parents) without the student’s written consent.

Application Requirements for Program Participants

New Program Participants
As a new program participant, you must complete all the steps noted in our “Quick Steps to Apply/Enroll” checklist on page 3.

Previous Program Participants
Students who have taken courses at SMC as high school concurrent enrollment students are not required to reapply to SMC to take more courses, but must complete a new High School Concurrent Enrollment Application form every term they wish to take courses. Be sure to provide us with your latest full high school transcript. You must still meet course prerequisites and advisories.
Frequently Asked Questions

Where do I submit the High School Concurrent Application form?
To the Admissions & Records Office, located in the Admissions Complex 101 (on the corner of Pico Blvd., and 18th Street).

Can my parent drop off the High School Concurrent Enrollment Application for me?
Yes. However, because of privacy concerns, the Admissions staff will not be able to review and process the application packet. You may be contacted by phone or email at a later time to follow up, if needed.

When will I find out if I have been admitted to the program?
Once we have reviewed your application packet and determined everything is in order. Generally speaking, students are admitted to the concurrent enrollment program, but not necessarily to the specific courses you want. We will let you know if you do not qualify for specific courses either by emailing or speaking with you. But you will receive an email telling you for which courses you were approved.

Can I take any class I want?
You may be able to enroll in courses for which you are eligible and approved for. These classes must be listed on your Concurrent Enrollment Application form. But you will not be permitted to enroll in subject areas where you previously received a grade below a C—whether taken at the college or high school level. SMC does not allow enrollment in physical education courses under any circumstances.

When can I enroll in classes?
Because of state law restrictions, concurrent enrollment students will be assigned a specific enrollment date/time that occurs on the last day of our enrollment cycle. As a result, some courses may be full. Be sure that you have several backup courses ready (and include them on your High School Concurrent Enrollment Application form). If enrolling for a summer/fall term, your enrollment day is around the fourth week of May. If enrolling for a winter/spring term, your enrollment day is around the fourth week of December. If you are unable to enroll in a specific class, you may go to the first day of class and ask the instructor if he/she can give you an “authorization code” to add the class.

How do I enroll?
You will enroll via our online student portal, Corsair Connect, at www.smc.edu/cc during your appointed enrollment date/time.
Instructions:

Please read and complete all 3 pages. Signatures from these individuals are required on the forms: Student, Parent(s)/Legal Guardian(s), High School Counselor, and High School Principal

To avoid misunderstandings, please be sure to complete the form completely in ink or electronically and do not use whiteout or correction tape. If you make a mistake or change your mind about a course, complete a new application form.
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.

<table>
<thead>
<tr>
<th>Student’s Signature:</th>
<th>Student’s Name (please print)</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Parent/Legal Guardian’s Signature:</td>
<td>Parent/Legal Guardian’s Name (please print):</td>
<td>Date:</td>
</tr>
</tbody>
</table>

REV 03/12/2016
# 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.

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Middle Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>SMC ID Number</td>
<td>Date of Birth</td>
<td>Phone Number</td>
</tr>
<tr>
<td>Street Address</td>
<td>City</td>
<td>State</td>
</tr>
</tbody>
</table>

**Applying for:**
- [ ] Summer
- [ ] Fall
- [ ] Winter
- [ ] Spring

**Year:** ____________

<table>
<thead>
<tr>
<th>Name of High School</th>
<th>Current Grade Level</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>City &amp; County of School</th>
<th>Type of School</th>
</tr>
</thead>
</table>
- [ ] Public High School
- [ ] Private High School
- [ ] Charter School
- [ ] Home School*

*The local school district principal approval is required along with Affidavit for a student participating in a home school program.*

### HIGH SCHOOL COUNSELOR & PRINCIPAL’S AUTHORIZATION

The above named student has been authorized to enroll in any of the following 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 these courses below. You must list the specific courses, not merely a generic discipline or title (e.g. Math 7; History 11).

<table>
<thead>
<tr>
<th>Recommended Course</th>
<th>Recommended Course</th>
</tr>
</thead>
</table>

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.

<table>
<thead>
<tr>
<th>Counselor’s Name</th>
<th>Counselor’s Phone</th>
<th>Counselor’s Signature</th>
<th>Date</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Principal’s Name</th>
<th>Principal’s Phone</th>
<th>Principal’s Signature</th>
<th>Date</th>
</tr>
</thead>
</table>

### PARENTAL CONSENT TO ENROLL AND PROVIDE TREATMENT

(Provide your initials to consent or write NO to decline enrollment/treatment and sign at the bottom)

I authorize my son/daughter to enroll in the Santa Monica College High School Concurrent Enrollment Program for the term specified above.

I Agree ____________

All SMC students have the right to utilize the services offered by the SMC Health Center. I hereby consent for my minor son/daughter to receive nonemergency services such as 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.

I Agree ____________

If unable to reach me in an emergency, I consent for my minor son/daughter to receive reasonable treatment under the general or specific instruction of Santa Monica College Health Services.

I Agree ____________

<table>
<thead>
<tr>
<th>Parent/Legal Guardian Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Daytime Phone Number</td>
<td>Evening Phone Number</td>
</tr>
</tbody>
</table>
HIGH SCHOOL CONCURRENT ENROLLMENT APPLICATION

APPROVAL OF ADDITIONAL COURSES

Please use this application addendum to list any additional courses for which you MIGHT enroll in the event that any of the courses on the Concurrent Enrollment Application form are no longer available. Completing this form along with the Concurrent Enrollment Application will save you another visit to the high school counselor, principal, and SMC Admissions Office. You may optionally complete and submit separately.

Last Name | First Name | Middle
SMC ID Number | Applying for: ☐ Summer ☐ Fall ☐ Winter ☐ Spring Year: ____________

High School Counselor & Principal’s Authorization

The above named student has been authorized to enroll in any of the following 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, I am certifying the student is prepared to undertake college-level work in these courses below. Per California Education Code Section 76001, as principal of my school, I certify, 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.

Counselor’s Name | Counselor’s Signature/Date | Counselor’s Phone
Principal’s Name | Principal’s Signature/Date | Principal’s Phone

School Seal or Stamp is Required

Additional Recommended Courses

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

Recommended Course: | Recommended Course: |
Recommended Course: | Recommended Course: |
Recommended Course: | Recommended Course: |
Recommended Course: | Recommended Course: |
Recommended Course: | Recommended Course: |
Recommended Course: | Recommended Course: |