



ORANGE COAST COLLEGE

Admissions Office

2701 Fairview Road, Costa Mesa, CA 92628-5005
(714) 432-5735 www.orangecoastcollege.edu

SEE REVERSE SIDE FOR
HELPFUL INFORMATION

Office Use only: Received by: _____ Date rec: _____

**PART TIME EARLY START PROGRAM (ESP) FORM
(FOR STUDENTS WHO HAVE COMPLETED THE 10TH GRADE AND
CURRENTLY ATTENDING HIGH SCHOOL)**

The following 11th or 12th grade student is requesting permission to enroll at Orange Coast College for “advanced scholastic or vocational coursework” not available at their high school (*students who have not completed the 10th grade should contact the OCC Admissions Office.*) Please complete, sign, and submit this form to the OCC Admissions Office for each semester you would like to enroll in classes. Admission and enrollment is contingent upon meeting the requirements of the California Education Code, Section 48800, as determined by the high school and college. See reverse side for instructions/steps to enroll.

1. ENROLLMENT PERIOD Please check one and fill in the year.
_____ Fall Semester _____ Spring Semester _____ Summer Session Year _____

2. STUDENT INFORMATION Please print. All information must be completed with signature by the student.			
_____			<input type="checkbox"/> 11 th grade <input type="checkbox"/> 12 th grade
Last Name	First Name	Middle	Current Grade Level (Check one)
_____	_____	_____	() _____
Social Security Number	Date of Birth	Age	Telephone Number
_____	_____	_____	_____
Street Address, City, State, Zip Code			Student Signature / Date
_____			_____

3. PERMISSION OF THE PARENT
I have read, understand, and agree to the Special Part-time Program requirements as stated on the reverse of this form, and I authorize my son/daughter to enroll.

Parent Signature/ Date

4. PRINCIPAL'S RECOMMENDATION(S) (Note: Maximum 6 units Fall/Spring; maximum 3 units Summer/Intersession)		
I certify the following: that the student has demonstrated preparation for college level coursework; that the OCC course(s) listed in the current OCC class schedule is not available at the high school; that the enrollment of this student is within the 5% statutory limit as defined by section 76001 (i) of the California Education Code:		
Recommended Course #1:	Course Title: _____	Units #: _____
Alternative Course	_____	_____
Recommended Course #2:	Course Title: _____	Units #: _____
Alternative Course	_____	_____
_____	_____	_____
High School Name	Complete Address, Street, City, State, Zip Code	
_____	_____	
Name of Principal (Please print)	Principal's signature / Date	
CURRENT SCHOOL SEAL/STAMP	_____	
NOTE: PRINCIPAL RECOMMENDATION IS COURSE SPECIFIC. PLEASE INCLUDE ALTERNATIVE COURSES (IF ANY), IN THE EVENT THAT THE COURSE IS FULL. THIS FORM DOES NOT GUARANTEE A SPACE IN THE COURSE(S). (12/07)		

ORANGE COAST COLLEGE
EARLY START PROGRAM REQUIREMENTS
(FOR STUDENTS WHO HAVE COMPLETED THE 10TH GRADE AND ARE CONCURRENTLY
ATTENDING HIGH SCHOOL)

Please complete the following steps to enroll:

STEP 1 - APPLY FOR ADMISSION-- Please apply on-line (via the OCC website) for the first semester you plan to attend. You do not need to reapply in subsequent semesters unless you skip a fall or spring semester.

STEP 2 - TAKE THE PLACEMENT TEST/S-- Please note that for all courses with Math, English, ESL prerequisites, and Chemistry prerequisites, you must make an appointment to take a placement test prior to registration, by calling (714) 432-5789.

STEP 3 - SCHEDULE AN ORIENTATION APPOINTMENT (optional)--Although it is not required until a high school student has completed 12 units at OCC, you are encouraged to schedule an appointment for orientation by calling (714) 432-5696 #3. During the orientation, students learn about available services and receive counseling on the courses they plan to take.

STEP 4 - COMPLETE THE PART TIME EARLY START FORM (this form)--Complete sections 1, 2, & 3 of this form, have your high school principal or designee complete section 4, then submit it to the OCC Admissions Office. Once your admissions application and this form have been received and processed, the admissions office will post special permission to take the course/s listed on this form so that you may register for the approved course/s.

STEP 5 - REGISTER FOR THE COURSE/S--After your admissions application and Early Start Program form have been processed in the Admissions Office, you will receive an email and a letter via postal mail with information about your MyOCC portal account. MyOCC is the student portal, which will allow you to gain access to your registration appointment, register for classes, and check your semester grades. Once you receive this correspondence, follow the instructions on the letter to log in to your MyOCC portal page. You may register for the courses for which you have been approved anytime on or after your registration appointment up until the start of the semester. After you register, you are responsible to pay for your semester fees unless you withdraw by the refund deadline. If the course is full, you may petition by attending the first class and requesting a signed "Add Permit" from the instructor (follow the instructions to register on the permit.)

***IMPORTANT INFORMATION FOR YOUR SUCCESS AT ORANGE COAST COLLEGE**

- 1. TRANSCRIPTS--**Enrollment at Orange Coast College creates an official college transcript, **which is released only with the request and signature of the student regardless of the student's age.** You are fully responsible for your academic and financial record after you have registered for your course. If you choose to designate someone else to handle your records transaction(s), the person designated must present written authorization signed by you (the student), and some form of photo identification at the time of the transaction. Grades are available approximately 15 working days after the end of the semester. Students may access their grades via the MyOCC portal or may request a complementary grade report from the Student Records Office in person after final grades have been posted. Official transcripts may be ordered several weeks before the end of the semester and are processed in the order received once grades are available. Please note that there is no charge for a grade report but there is a \$3 charge per official transcript.
- 2. FEES--**Students enrolled in the Early Start Program who are classified as California residents under the Title V Education Code, do not pay the per unit enrollment fee. However, students in the Early Start Program are charged the Health Fee, the College Services Charge, and any material fees listed in the current OCC Class Schedule. Please note that all fee balances must be paid within 48 hours of registration or you may be dropped from your course and your seat will be released to other students. Students are also required to pay for any textbooks and other materials required for the course.
- 3. DROPPING A CLASS--**If you decide not to attend, official withdrawal from the course through the Student Records Office is your responsibility. There are specific deadlines for fee obligation, refunds, "W" grades, and letter grades. Please check your schedule via your MyOCC portal page, the OCC website, or call the Student Records Office at (714) 432-5735 to verify deadlines.
- 4. FIRST DAY OF CLASS--**You must attend the first class meeting or risk being replaced by another student at the discretion of the professor. A one-semester college course typically covers the content of a full year high school course. OCC students are expected to study a minimum of two hours outside of class for each one-hour of classroom instruction.
- 5. CANCELLED CLASS--**If the instructor is ill, an individual class session may be cancelled with short notice. Therefore, you should have alternative arrangements for transportation in the event this happens.

Please review the following Program Policies to make this a successful experience:

- OCC offers an adult learning environment. Parents and students are requested to select appropriate classes, subject to college policy and procedures. The school and the college determine who may enroll based on their judgment of the applicant's eligibility. The college has the right and responsibility to restrict enrollment for reasons of health and safety, appropriateness of the course, preparedness of the student, availability, registration priority, and college policy. Minimum school day attendance at the student's regular school is required by law.
- Students must complete all required steps for approval and signature as designated on the "Part-Time Early Start Program (ESP)" form prior to enrollment for each course and semester.
- Students are responsible for all rules and regulations at the College and are expected to read the admissions and registration instructions in the current OCC Class Schedule, Catalog, and college website.
- Assessment and orientation are required of all ESP students after completion of 12 units at Orange Coast College.