



ORANGE COAST COLLEGE

Admissions Office

2701 Fairview Road, Box 5005, Costa Mesa, CA 92628-5005
(714) 432-5735

SEE REVERSE SIDE FOR
HELPFUL INFORMATION

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| Office Use only: Received by: _____ Date rec: _____ |
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PETITION FOR PART-TIME EARLY START PROGRAM (ESP)
(ONLY 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 the high school. If you have not completed the 10th grade, contact the OCC Admissions Office. This form must be completed, signed, and submitted by the student to the OCC Admissions Office for each semester prior to registration in Orange Coast College courses. Admission and enrollment is contingent upon meeting the requirements of the California Education Code, Section 48800, as determined by the school and college. See reverse side for instructions and checklist.

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| 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 |
| _____ | | | _____ |

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| 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: COURSE RECOMMENDATION IS COURSE SPECIFIC. INCLUDE ALTERNATIVE COURSES (IF ANY), IN THE EVENT THAT THE COURSE IS CLOSED. THIS FORM DOES NOT GUARANTEE A SPACE IN THE COURSE(S). 10/05

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

Orange Coast College provides the opportunity for students who have completed the 10th grade and demonstrated preparation for college level coursework to enroll in college courses for advanced-level study not available at their current school. Students who have not completed the 10th grade should contact the Admissions Office at (714) 432-0202 x 26361 or x 26052 for information.

WHAT YOU NEED TO DO TO ENROLL IN A COURSE AT ORANGE COAST COLLEGE:

STEP 1 – APPLY The student must apply on-line and obtain the Petition for the Part-time Early-Start Program form. Fall and Summer application begins in January; Spring application begins in September.

STEP 2 – TAKE THE ASSESSMENT TESTS For all courses with Math, English, ESL prerequisites, and Chemistry prerequisites, you must make an appointment and take an assessment test prior to registration, by calling (714) 432-5789, after you have submitted your OCC application on-line. Photo ID is required to take the assessment tests

STEP 3 – SCHEDULE AN ORIENTATION APPOINTMENT We strongly recommend you schedule an appointment for your orientation by calling (714)432-5696, #3. Your assessment must be completed before orientation.

STEP 4 – COMPLETE THE EARLY START FORM

- Use the current OCC Schedule of Classes to identify the course(s) you want and review the registration procedures.
- Complete and sign (Student’s signature) sections #1 and #2 of the Petition for Part-Time Early Start Program (ESP)on-line form.
- Ask your parent(s) to sign the form (Section #3).
- Have your current school principal or designee recommend the specific course(s) and sign Section 4 if he/she approves.
- Turn in the completed permit form to the OCC Admissions Office prior to registration.

STEP 5 – REGISTER Call the Registration Assistant (432-5071) on or after your appointment, during telephone registration periods, to register for your course(s). You will need the specific time, day, and four-digit section number of the course(s) you want. After you register, you are responsible to pay for your course(s) unless you withdraw by the fee cancellation deadline. If the course is full, the student may petition by attending the first class and requesting a signed “Add Permit” from the instructor. The student must bring the petition in-person to the Registration Office prior to the expiration date on the Add Permit. If the student wishes to have someone else such as a parent handle any records transactions for him/her, a written note of permission signed by the student is required.

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

1. 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 if requested in advance from the Student Records Office in person or by mail. Students should request a complementary grade report from the Student Records Office by mail or in person at the end of the semester. Allow one additional week for processing your request. Early grade report forms are available prior to the last class meeting in the Student Records Office. There is a \$3.00 charge for each official transcript or verification.
2. Fees for students meeting California residency requirements include the Health Fee, the College Services Charge, and any material fees listed in the current OCC Class Schedule. Fees must be paid or postmarked in 48 hours, or the class(es) will be dropped and made available to other students. Students are also required to pay for any textbooks and other materials required for the course.
3. 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 program receipt and the current OCC Class Schedule for these dates. Verify all transactions.
4. Students 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. If the instructor is ill, an individual class session may be cancelled without notice. The parent and student are responsible for making alternative arrangements for the student’s time and transportation.

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 “Petition for 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 and Catalog.
- Assessment and orientation are required of all ESP students after completion of 12 units at Orange Coast College.

RETURN THIS COMPLETED FORM TO THE ORANGE COAST COLLEGE ADMISSIONS OFFICE PRIOR TO REGISTRATION.