



**ORANGE COAST COLLEGE
SPECIAL PART-TIME PROGRAM
EARLY START PETITION**

**(FOR STUDENTS WHO HAVE COMPLETED THE 10TH GRADE AND
CURRENTLY ATTENDING HIGH SCHOOL)**

OFFICE USE ONLY: Initials: _____ Date: _____
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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 are not eligible to participate in the Program*). Please complete, sign, and submit this form to the OCC Enrollment Center 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.

PLEASE MAKE A COPY OF THIS COMPLETED FORM FOR YOUR RECORDS

ENROLLMENT PERIOD	Please check one and indicate the year.		
<input type="checkbox"/> Fall	<input type="checkbox"/> Spring/Intersession	<input type="checkbox"/> Summer	Year: _____

Note: Students must apply to OCC and have an OCC Student ID number PRIOR to submitting this form

STUDENT INFORMATION	Please print. All information must be completed with signature by the student.			
Last Name _____			<input type="checkbox"/> 11 th grade	<input type="checkbox"/> 12 th grade
First Name _____		Middle _____	Current Grade Level (Check one)	
OCC Student ID Number _____		Date of Birth _____	Age _____	Expected Graduation Date _____ MM/DD/YYYY
Street Address _____	City _____	State _____	Zip Code _____	Student Signature / Date _____
OCC Email: _____		Phone #: _____		

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 Name (Please Print) _____
Parent Signature/ Date _____

PRINCIPAL'S RECOMMENDATION(S) (Note: Maximum 6 units Fall/Spring; maximum 3 units Summer/Intersession)		
I certify the following:		
a) The student has demonstrated preparation for college level coursework;		
b) The OCC course(s) listed in the current OCC class schedule is/are not available at the high school;		
c) The enrollment of this student is within the 5% statutory limit as defined by section 76001 (i) of the California Education Code.		
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).		
English, Math, Biology and Chemistry require assessment testing prior to registration. All course prerequisites must be met prior to enrolling in classes. Contact the Assessment Center at (714) 432-5789 or occassessment@occ.cccd.edu .		
Recommended Course #1:	Course Title/Number: _____	Units #: _____
Alternative Course	(ex.COUN A100) Course Title/Number _____	Units #: _____
Recommended Course #2:	Course Title/Number _____	Units #: _____
Alternative Course	(ex.COUN A100) Course Title/Number _____	Units #: _____
High School Name _____	Complete Address, Street, City, State, Zip Code _____	
Name of Principal/Designated Alternate (Please print) _____	Principal's Signature/Designated Alternate _____	Date _____
CURRENT SCHOOL SEAL/STAMP		

ORANGE COAST COLLEGE
SPECIAL PART-TIME 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 – You may 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 2 primary semesters. After your admissions application has been processed, you will receive an email 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 the email, follow the instructions in the email to log in to your MyOCC portal page.

STEP 2 – COMPLETE THE ONLINE ORIENTATION (optional) -- You are strongly encouraged to complete the new student orientation by clicking on the Orientation link on MyOCC. During the orientation, students learn about important available services that will assist students in achieving academic success.

STEP 3 -- TAKE PLACEMENT TEST(S) - English, Math, Biology and Chemistry require assessment testing prior to registration. All course prerequisites must be met prior to enrolling in classes. Contact the Assessment Center at (714) 432-5789 or ocassessment@occ.cccd.edu.

STEP 4 - COMPLETE THE SPECIAL PART-TIME PROGRAM PETITION (this form)--Complete this form after you are admitted, have your High School principal or designated alternate complete the “Principal’s Recommendations Section” then submit this form to the **OCC Enrollment Center located at 2701 Fairview Road, Costa Mesa, CA 92626 (1st Floor of Watson Hall)**. After this form has been received and processed (3-5 business days), the Enrollment Center will post permission to take the course(s) listed on this form so that you may register on MyOCC for the approved course(s). You will be notified by OCC email when the petition is processed.

STEP 5 - REGISTER FOR THE COURSE(S) -- You may register for the courses for which you have been approved anytime on or after your registration appointment up until the first day of class. After you register, you are responsible to pay your semester fees. If the course(s) you are approved for are closed, you may petition the course(s) by attending the first class meeting and requesting an “Add Permit” from the instructor (follow the instructions to register on the permit). **NOTE:** you are not permitted to waitlist classes.

***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**. Transcripts are ordered online. You are fully responsible for your academic and financial records after you have registered for courses. If you choose to designate someone else to handle your records transactions, 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 30 working days after the end of the semester. Students may access their grades via the OCC portal. Official transcripts may be ordered a month prior to the end of the semester. Transcript orders are processed once all grades are available. **Please Note:** Your first two transcripts are free. There is a charge for each official transcript ordered after the 2 initial free copies. Grade reports are available on MyOCC.
- 2. FEES** - Students enrolled in the Special Part-time 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 Special Part-time 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 immediately after registration or you may be dropped from your course** and your seat will be released to other students. Please view the Non-Payment Drop Policy on the OCC website. 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 on MyOCC is your responsibility. There are specific deadlines for fee cancellation/refunds, dropping with/without a “W”, and receiving letter grades. **Please review your Student Class Program/Web Schedule Bill via your MyOCC portal page**, check the OCC website, or call the Answer Center at (714) 432-5772 to verify deadlines.
- 4. FIRST DAY OF CLASS** - 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. 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 prior to enrollment for each course and semester.
- Students are responsible for all rules and regulations at OCC and are expected to read the admissions and registration instructions in the current OCC Class Schedule, Catalog, and college website.