

**Rancho Santiago Community College District**  
**ADMINISTRATIVE REGULATION**  
Chapter 5  
Student Services

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**AR 5011 Admission and Concurrent Enrollment of High School and  
Other Young Students**

**References:**

Education Code Sections 48800, 48800.5, 76001, and 76002 and 76004

Students meeting the admissions requirements within the Rancho Santiago Community College District may enroll through the Dual Enrollment or Early/Middle College Programs. To be considered for admittance as a special part-time student, the student must meet the eligibility standards as established in Education Code Sections 48800 and 76001.

Coursework completed at Rancho Santiago Canyon College District (RSCCD) will be awarded as college credit regardless if the student chooses to use the credit towards high school graduation. A college transcript will be established as a permanent student record.

Additional signatures, placement tests, or prerequisites may be required. Enrollment fees are waived for part-time Special Admits. Definitions of full-time and part-time students are published in the college catalog. The Special Admit form contains the procedures and requirements for Special Admit students.

Forms are available online or in the Admissions and Records Offices at both campuses.

All required documents shall be sent to the Admissions and Records Office at the college to which the student applied.

**Dual Enrollment and Early/Middle College Programs: Student Process**

The steps listed below permit high school students to use college credit coursework to meet high school graduation requirements. Admission is subject to seat availability.

- 1) Submit a college application for admission.
- 2) Complete a Special Admit form (SAF) and obtain signed parental or guardian consent and signed approval of his/her principal or designee to enroll at Rancho Santiago Canyon College District (RSCCD). Submit the Special Admit form to the Admissions and Records Office at the college to which the student applied. Parental or guardian consent is effective until it is revoked.
- 3) Enroll in approved course(s) at Rancho Santiago Canyon College District (RSCCD). Ensure that all placement testing and prerequisites are met for the requested courses.

- 4) Upon completion of the course(s), request an official transcript be forwarded from Rancho Santiago Canyon College District (RSCCD) to the high school, if the student chooses to use the credit towards high school graduation.

Students will not be admitted unless they have availed themselves of all opportunities to enroll in equivalent courses at their schools of attendance. Courses in which high school and other young students are permitted to enroll will be open to the entire college population and will be taught with the rigor appropriate to college-level courses in accordance with the approved course outline of record.

If a request for special part-time or full-time enrollment is denied for a pupil who has been identified as highly gifted, the Board shall provide written findings and reasons for the denial within 60 days. A recommendation regarding the request for admission, and the denial shall be submitted to the Board at a regularly scheduled meeting that falls at least 30 days after the request for admission has been submitted.

**Responsible Manager: Vice President of Student Services or designee**

**Revised: January 1, 1997**  
**Revised: May 7, 2018 (Previously AR 5002)**  
**Revised: June 3, 2024**