



PRINT TO SIGN

# Concurrent and Dual Registration Permit

Choose one:  Summer  Fall  Spring Year \_\_\_\_\_ HS Grade Level:  9  10  11  12

## High School Student's Information

Name: \_\_\_\_\_ SURF #: W \_\_\_\_\_  
Last First M.I.  
Phone \_\_\_\_\_ Date of Birth \_\_\_\_\_ Email Address \_\_\_\_\_

## Parent/Guardian Authorization

I hereby certify that I am the parent/guardian of the above named student. I am in agreement with and give my consent for their attendance at MiraCosta College. I have read and understand the Dual Registration Instructions and Important Information for Students/Parents/Guardians. I give my permission for emergency first aid and treatment for my minor child/legal ward. I also give permission for them to be treated by a nurse, physician and/or mental health counselor in the Student Health Center at MiraCosta college. I acknowledge that my child will be creating a permanent college academic record at MiraCosta College.

Parent/Guardian (print name) \_\_\_\_\_

**Parent/Guardian 's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

## High School Authorization

Permission is granted for the above-named student to register in courses at MiraCosta College.

Name of High School \_\_\_\_\_  Public  Private

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Principal or Designee (print name) \_\_\_\_\_

Principal or Designee Signature \_\_\_\_\_ Date \_\_\_\_\_

Admin email: \_\_\_\_\_ Phone: \_\_\_\_\_

*Home School Students* who are not affiliated with a school district, accredited private school, or San Diego County Office of Education must submit copies of forms their parents have submitted to the CA State Superintendent of Public Instruction verifying they have notified the state appropriately of their home school status.

## Requested Class

Class (SOC 101)	Class # (#1256)	Class Title (Intro to Sociology)	Hours (9 am- 12pm)	Days (F)	Instructor (Staff)	Units (3)

I understand that I am responsible for registering myself for the class(es) listed above. I understand that approval does not guarantee registration. If the class is filled, I will need to obtain a permission number from the instructor once the term begins. **Initial** \_\_\_\_\_

I am responsible for checking my class schedule on SURF. **Initial** \_\_\_\_\_

I accept full responsibility for the grade I will receive or for dropping a class I will not attend. **Initial** \_\_\_\_\_

I understand this application is valid for the current term only and must be resubmitted for following terms. **Initial** \_\_\_\_\_

I understand that I am not eligible for an early registration date until such time as I have graduated from high school. **Initial** \_\_\_\_\_

**High School Student's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

### Office Use Only

- Residency \_\_\_\_\_
- Verif of Private School Affidavit \_\_\_\_\_
- Hold Released \_\_\_\_\_
- Limitation on Units \_\_\_\_\_
- Student Group \_\_\_\_\_

**(See over for additional information)**



# Concurrent/Dual Registration Instructions

High school students who have completed the 8<sup>th</sup> grade or are at least 15 years of age are eligible to take courses at MiraCosta College. Through this program, students can take up to 11 units as part-time Special Admit Students (CA Ed Code 48800-48002 & 76000-76002) and do not pay registration fees. Other fees may apply (see *Important Information for Students and Parents/Guardians*).

The Concurrent and Dual Registration Permit is valid for **only one term**. High School concurrent registration students are **not** eligible to participate in priority registration.

## Steps for Registration

1. You must be registered in high school and have completed the 8<sup>th</sup> grade.
2. Submit a free Application online at [miracosta.edu/apply](http://miracosta.edu/apply) (Be sure to select 'Credit').
3. Submit the Concurrent and Dual Registration Permit with:
  - a. All required signatures [student, parent (if student is under 18) and principal (or designee)].
  - b. *Copy of parent's Home School Affidavit – required for home-schooled students.*
4. Clear class prerequisites if applicable. MiraCosta College enforces all course prerequisites. If you want to take a course with a prerequisite that you cleared in High School, you will need to submit a 'Priority Registration/Prerequisite form' along with a copy of your high school transcript (unofficial is sufficient). It can take up to 3 days to clear a class prerequisite so be sure to plan ahead.
5. Register for the classes on this form when it is your day/time to register. You can check to see when your appointment to register is by logging into your SURF account.
6. Make sure you pay any fees prior to the payment deadlines found in the class schedule.

MiraCosta classes fill quickly. Concurrent Registration courses are open to all MiraCosta students. Allow yourself at least a week to gather required signatures and complete the online MiraCosta Application for Admission.

## Parent/Guardian Information (please initial):

- MiraCosta College is NOT responsible for providing transportation or instructional materials to students.
- Education Code provides that the parent or guardian of a pupil not registered in public school may directly petition the president of any community college for admission. Parents who are unable to provide sign-off from the private or public high school on this form are directed to the Minor's Petition (available in the Admissions and Records Office). This process includes steps necessary to determine proper preparation for college level work in order to comply with state regulations.

**Initial** \_\_\_\_\_ **MiraCosta College will not release information about a student record to the parent/guardian regardless of the age of the student unless we are requested to do so in writing by the student.** Once a student has applied to an institution of post-secondary education, the student (and only the student) owns their educational record. Parents do not have the right to inspect the student's records or gain access to information related to the student's attendance at MiraCosta College without the student's consent unless an exception under the Family Educational Rights and Privacy Act applies.

**Initial** \_\_\_\_\_ I have read and discussed the Important Information for Students and Parents/Guardians with my student.



## ***Important Information for Students and Parents/Guardians***

### **Registration Priority**

Per State Education Code 76001, students registered under these procedures must be assigned a low registration priority so as not to displace regularly admitted students. Therefore, high school students may not register in classes until two weeks prior to the start of the fall or spring term. During the summer session, high school students may begin registering in classes one week prior to the summer session.

### **Student Information**

- All sections of the Concurrent and Dual Registration Permit must be completed for each semester of attendance until high school graduation.
- Student must be concurrently or dually registered in high school.
- Student is limited to 11.0 units per term (8.0 units for summer session) at MiraCosta College.
- A minor student under the age of 18 must obtain signatures of both a parent and the high school principal. A student age 18 or older must obtain the signature of the high school principal.
- Student must complete an online Application for Admission (application not required if student is continuing from previous semester, however if a student stops attending for two consecutive semesters [fall/spring] they will need to reapply).
- Acceptance of the Application for Admission and this form do not guarantee registration in the class. Students must go through the registration process and are subject to all requirements including but not limited to prerequisites, co-requisites, audition and other registration restrictions.
- High school students registered part-time in college credit classes are exempt from the registration fee but may be subject to all other fees, health fee, student center fee and in certain cases non-resident tuition. Fees are due according to the fee payment deadlines schedule in the class schedule. Failure to pay may result in being dropped from the class.

### **Public and Private School Information**

- High school principals may recommend college registration for students who have demonstrated adequate preparation in the discipline to be studied.
- Discuss appropriate course selection with the student.
- Indicate at what level of high school the student is registered. The student must be a freshman, sophomore, junior or senior to register at MiraCosta College.

### **Private School Information**

- Regulations (48800 and 76001(a)) require that high school students from private high schools may register as special part-time community college students upon petition of the parent. Assessment of appropriate placement into college credit classes may be determined by the private high school representative.
- Approval for registration in college classes will only be accepted from Private schools which have filed the proper affidavit with the Superintendent of Public Instruction. Private schools not listed as active on the California Department of Education web site (<http://www.cde.ca.gov/ds/si/ps/>) must provide the College with proof of filing the affidavit.
- Home-schooled students must provide proof of filing as a private school with the Superintendent of Public Instruction OR may obtain sign-off from the local public high school that the student would normally be attending. The local high school must be willing to accept home schooling as valid school attendance and determine whether the pupil has completed coursework sufficient to prepare him or her to undertake college-level coursework.



## ***Important Information for Students and Parents/Guardians continued...***

When a student has reached 18 years of age or when a minor student becomes a student at any college, all rights accorded to, and consent required of, parents transfer to the student regarding the disclosure of personally identifiable information from education records (section 99.5 of the Family Educational Rights and Privacy Act). Parents do not have the right to inspect the student's records or gain access to information related to the student's attendance at MiraCosta College without the student's written consent unless an exception under the Family Educational Rights and Privacy Act applies.

All students, particularly minor students, and their parents/guardians must also understand that student is entering a college environment, which is designed with adults in mind. Thus, the atmosphere of the campus in general, and of classrooms in particular, will frequently reflect an adult population.

### **Parents and Students should be aware that:**

- Courses may have frank discussions about sensitive topics.
- Audio-visual presentations may be graphic in their content.
- Students may be exposed to vulgar language outside of the classroom.
- Students may have access to pregnancy and HIV testing and condoms through the student Health Services.
- Instructors cannot inform anyone, including parents, of last minute class cancellations or early class releases. If classes are released early, instructors are not responsible for any students while they wait for pick up.

This is not meant to create undue concern – only to serve as a precaution to allow students and their parents/guardians to understand the college setting to facilitate a safe, positive educational experience at MiraCosta College.

If MiraCosta College units are required for high school graduation, at the end of the current semester the student will need to request that an official transcript be sent to the high school. Students may view their registration and final grades through our online registration system known as SURF.

### **Rights and Responsibilities of Students**

Students registered in MiraCosta College courses are expected to adhere to MiraCosta College policies on student responsibilities, standards, and conduct at all times. Student rights and responsibilities are outlined in the MiraCosta College catalog. The catalog is available online through the college website [www.miracosta.edu](http://www.miracosta.edu) and includes course information and college policies such as grading, course repetition, Registration procedures and course transfer. All students are directed to read the sections on Academic Standards and Policies, Student Support Programs and Services, Student Rights and Responsibilities and Standards of Conduct.

For more information you may contact the Admissions and Records Office:

MiraCosta College 1 Barnard Drive Oceanside, CA 92056 Phone: 760.795.6620 /Fax 760.795.6626

MiraCosta College 3333 Manchester Ave Cardiff, CA 92007 Phone: 760.634.7870 /Fax 760.634.7875