



Book	Administrative Procedures
Section	Chapter 5 - Student Services (including former Article 5 - Students)
Title	Admission and Concurrent Enrollment of Adult Education Students as Special Admits
Code	
Status	AP 5013
Legal	Active

[Education Code Section 48800](#)

[Education Code Section 48800.5](#)

[Education Code Section 52620](#) [Education Code Section 76001](#)

[Education Code Section 76002](#)

[Education Code Section 76004](#)

Any student in an adult education program administered by

- a school district or noncredit program administered by a community college district; or
- students currently enrolled in an adult schools that is pursuing a high school diploma;
- or high school equivalency certificate

and receives the recommendation of the administrator of the student's adult school or noncredit program of attendance, is eligible to attend as a special adult school admit part-time student..

The Vice President of Student Services or designee maintains records of enrollment for special adult school admit part-time and full-time students for state apportionment purposes.

In order to claim apportionment for _adult school special admit **students**, the following criteria are met:

- a. The class is open to the general public
- b. The class is advertised as open to the general public in one or more of the following:
 - The college catalog
 - The regular schedule of classes
 - An addendum to the catalog or schedule

If the decision to offer a class, other than a contract education class, on a high school campus is made after publication of the regular schedule of classes, and the class is only advertised to the general public through electronic media, the class must be advertised for a minimum of 30 continuous days prior to the first meeting of the class.

If the class is offered on a high school campus, the class may not be held during the time the campus is closed to the general public, as defined by the school board.

If the class is a physical education class, no more than 10 percent of the enrollment of the class may consist of special part-time or full time students, unless it is a contract education course for which the district does not claim apportionment.

To be considered for admittance as an **adult school special admit part-time student**, the student must meet the eligibility standards as established in Education Code Sections 48800 and 76001.

Admission is subject to seat availability. The student must submit:

- application for admission;
- a completed special admit and adult school student dual enrollment form;
- ~~high school transcripts~~

In order to be admitted as a special admit adult school part-time student, a student must be attending an adult school.

Special admit adult school part-time students may enroll in up to 11 units per quarter and 6 units in the summer, at the community college.

To be considered for admission as a **special admit adult school full-time student**, the student must meet the eligibility standards as established in Education Code Section 48800.5.

Admission is subject to seat availability. The student must submit:

- application for admission;
- a completed special admit and adult school student dual enrollment form, which consists of a written and signed acknowledgment of his/her ~~principal~~ adult school counselor or program coordinator (NOTE: A pupil who is not enrolled in a public or private school does not need to provide written acknowledgment from his/her school principal.); ~~demonstration that the student is capable of benefiting from instruction;~~
- written recommendation and approval of the governing board of the school district of attendance.

The Dean of Enrollment Services has the authority to make the final decision whether a student can benefit from full-time instruction.

To be considered for admission as a **special admit adult school student** for summer session, the student must meet the eligibility standards as established in Education Code Sections 48800 and 76001. Students will not be admitted unless they have availed themselves of all opportunities to enroll in equivalent courses at their schools of attendance.

The student must submit:

- application for admission;
- a completed special admit and adult school student dual, which consists of a written and signed approval of his/her ~~principal~~ adult school ~~that the student has availed himself/herself of all opportunities to enroll in an equivalent course at his/her school of attendance.~~

All required documents shall be sent to the Admissions Office.

[See Board Policy 5010 Admissions and Concurrent Enrollment](#)

Approved 3/16/18