

GOLDEN WEST COLLEGE

Admissions & Records

15744 Goldenwest Street
Huntington Beach, CA 92647-3103
714-895-8306



See page 2 for helpful information!

For GWC Office Use Only:

Received by: _____

Date Received: _____

SPECIAL PART-TIME HIGH SCHOOL RELEASE FORM FOR 9TH - 12TH GRADE STUDENTS

(For students who have completed the 8th grade and are currently attending high school.)

Please make a copy of this COMPLETED form for your records.

The following 9th - 12th grade student is requesting permission to enroll at Golden West College for "advanced scholastic or vocational coursework" not available at his/her high school (**students who have not completed the 8th grade are not eligible to participate in the Special Part-Time Program**). Please complete, sign and submit this form to the GWC 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.

1. ENROLLMENT PERIOD – Please check one box only and fill in the year.

Fall Semester Spring Semester Summer Session Year

2. STUDENT INFORMATION – Please PRINT. All information in section 2 must be completed and signed by the student.

_____	_____	_____	_____	_____	
Last Name	First Name	MI	GWC Student ID No	Current HS Grade Level	
_____	_____	_____	_____	_____	
Address: Street	City/State	Zip	Phone (cell or home)	Date of Birth	Age
_____	_____	_____	_____	_____	_____
Student Signature	Date		Email		

3. PERMISSION OF THE PARENT/LEGAL GUARDIAN

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/Legal Guardian Name (Please print)	Contact Information: Phone (cell or home)
_____	_____
Parent/Legal Guardian Signature	Date

4. PRINCIPAL'S RECOMMENDATION(S) – NOTE: Maximum 6 units Fall/Spring; Maximum 3 units Summer/Intersession **This section MUST be completed and signed by the High School Principal only.**

I certify the following: that the student has demonstrated preparation for college level coursework;
that the GWC course(s) listed in the current GWC 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 48800 of the California Education Code.

Recommended Course #1:	Course Title: _____	Number of Units: _____
Recommended Course #2:	Course Title: _____	Number of Units: _____

This/these course/s is/are to be used towards high school credit only: Yes No

_____	_____	_____	_____
High School Name	Address: Street	City/State	Zip

_____	_____	_____
Name of Principal (Please print) & CURRENT SCHOOL SEAL/STAMP	Principal's Signature	Date

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).

It is the policy of the Coast Community College District to provide all persons with equal employment and educational opportunities regardless of race, color, gender, sexual orientation, national origin, religion, age, disability, or marital status. GWC 504/ADA Office – Coordinator of Disabled Students Programs & Services (DSPS) at 714.895.9721 or the campus Student Grievance Officer at 714.895.8125. GWC 04/18



GOLDEN WEST COLLEGE



SPECIAL PART-TIME PROGRAM REQUIREMENTS

(only for students who HAVE COMPLETED the 8th GRADE and are concurrently attending high school)

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PLEASE COMPLETE THE FOLLOWING STEPS TO ENROLL:

STEP 1 – APPLY FOR ADMISSION – Apply online (via the GWC website) for the first semester you plan to attend. You do not need to reapply for subsequent semesters unless you skip two primary semesters or when you are graduating from high school changing to a first time college student rather than concurrent high school status.

STEP 2 – TAKE THE PLACEMENT TEST/S – Please note that for all courses with Math, English, ESL prerequisites you must make an appointment to take the placement test/s prior to registration, by calling 714-895-8388.

STEP 3 – COMPLETE THE SPECIAL PART-TIME FORM (this form) – Complete sections 1, 2 & 3 of this form, have your high school principal complete section 4, then submit it to the GWC Enrollment Center. Once your admissions application and this form have been received and processed, the Enrollment Center will post special permission to take the course/s listed on this form so that you may register for the approved course/s on or after your appointment time to register.

STEP 4 – REGISTER FOR THE COURSE/S – After your admissions application and Special Part-Time High School Release form have been processed in the Enrollment Center, you will receive an email with information about your MyGWC portal account. MyGWC 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 this correspondence, follow the instructions on the letter to log in to your MyGWC portal page. Although it is not required of high school students, you are encouraged to complete an online orientation. You may register for the classes for which you have been approved any time on or after your registration appointment up until the start of the semester. After you register, you are responsible to pay for your semester fees unless you withdraw by the refund deadline. If the course is full, you may petition by attending the first class and requesting a signed “Add Permit” from the instructor (to register, follow the instructions on the permit).

***** **IMPORTANT INFORMATION FOR YOUR SUCCESS AT GOLDEN WEST COLLEGE** *****

1. **TRANSCRIPTS** – Enrollment at Golden West 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 10 working days after the end of the semester. Students may access their grades via the MyGWC portal. Official transcripts may be ordered during the last 2 weeks of the semester (make sure to check the hold pending final grades box) and are processed in the order received once grades are available.
2. **FEES** – Students enrolled in the Special Part-Time Program who are classified as California residents under the Title 5 Education Code, do not pay the per unit enrollment fee (but do pay the non-California resident fee if classified as a non-California resident). Students in the Special Part-Time Program are charged the Health Fee, the College Services Charge, and any material fees listed in the current GWC Class Schedule. Please note that all fee balances must be paid immediately or you may be dropped from your course and your seat will be released to other students. Refer to the drop for non-payment schedule on the College’s 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 is your responsibility. There are specific deadlines for fee obligation, refunds, “W” grades, and letter grades. Please check your Student Class Program (Web Schedule Bill) via your MyGWC portal page.
4. **FIRST DAY OF CLASS** – You 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. GWC 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:

- **GWC 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 “Special Part-Time High School Release” 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 GWC Class Schedule, Catalog, and college website.