



## ANTELOPE VALLEY COLLEGE

# STEP BY STEP INSTRUCTIONS FOR SPECIAL ADMIT HOME SCHOOL STUDENTS

### ◆ GET THE SPECIAL ADMIT FORM

- ✓ Download the form from the AVC web site ([www.avc.edu](http://www.avc.edu)) or pick up a copy at the AVC Admissions and Records Office.
- ✓ Apply online ([www.avc.edu](http://www.avc.edu)).

### ◆ GO TO YOUR K-12 SCHOOL

- ✓ Complete the form and pick courses with your parent/guardian and your principal/designee. Make sure to select alternate courses.
- ✓ Get a current unofficial copy of your K-12 transcripts.
- ✓ Make sure you get all the required signatures before submitting the form to the AVC Admissions and Records Office.

*AVUHSD does not grant high school credit for courses that a student takes prior to their entry into 9th grade. AVUHSD requires that students have a 2.0 GPA to take vocational courses and a 2.5 GPA to take academic courses.*

### ◆ GO TO THE AVC ADMISSIONS AND RECORDS OFFICE

- ✓ Bring **ALL** your paperwork (Special Admit form, Application, Transcripts) to the AVC Registration Office.
- ✓ After admission to AVC, you will receive a date and time to register provided all paperwork is complete.
- ✓ If your packet is not complete, you will be directed back to your school to obtain any missing signatures or paperwork.
- ✓ All students 14 and under need to meet with the Dean of Enrollment Services before enrolling at AVC.

### ◆ GO TO THE AVC ASSESSMENT OFFICE

- ✓ Take the AVC Assessment test for courses with prerequisites. You do not need an appointment to take the test. the test may require 90 to 120 minutes to complete.

### ◆ GO TO THE AVC COUNSELING OFFICE

- ✓ If you need help interpreting your assessment test scores.
- ✓ If you have a question on a course that has a prerequisite.

### ◆ GO BACK TO THE AVC ADMISSIONS AND RECORDS OFFICE

- ✓ Go to the Admissions and Records Office to register in person.
- ✓ Eligibility for courses does not guarantee that a seat will be available at the time of registration.
- ✓ Special Admit students are not permitted to audit courses at AVC.
- ✓ All courses taken at AVC are for college credit. All applicable registration fees must be paid by posted deadlines.

### ◆ GO TO THE CASHIER'S OFFICE

- ✓ Pay for all applicable fees at the Cashier's office by posted deadlines.
- ✓ Some courses have other applicable fees.



**ANTELOPE VALLEY COLLEGE**  
ADDITIONAL SPECIAL ADMITTANCE INFORMATION

Title 5 of the state Educational Code (48800.5) and 76001 (a), (b) and (h) indicates that minor students may take college classes that are for **“advanced scholastic or vocational education and for which they have demonstrated adequate preparation in the discipline to be studied and have availed themselves of all opportunities to enroll in an equivalent course at their school of attendance.”** The intent is to provide educational enrichment opportunities for eligible minor students. Students who enroll in college level classes will find them challenging; therefore, the student will need to demonstrate that they can meet the academic requirements to enroll in the class.

**Admissions Requirements:**

- AVC Admissions application
- Special Admittance form (completely filled out with all required signatures present on form). This form needs to be filled out each semester. They are available to students after the schedule of classes becomes available.

**Course Requirements may include:**

- Some performance classes have an audition requirement prior to enrollment.
- Students interested in visual or graphic arts classes must present samples of previous work to be considered by the division dean and instructors in the discipline area.
- For some classes there is an age limit, which is based on a liability issue or established by a state regulatory body.
- **Physical Education Classes:** Minor students must have completed the 8th grade to enroll in a physical education (PE) class. Only 10% of enrolled students in any section of a PE course may be comprised of Special Admit students.

**Registration:**

- Special Admit students register in person at the Admissions and Records Office during the open registration cycle.
- All prerequisites, co requisites, and special requirements for a course must be met.
- All applicable registration fees must be paid by posted deadlines.
- Special Admit students are not permitted to audit courses at AVC.

**Transcripts:** All classes taken at AVC will appear on a special admit student’s AVC transcript. If a student would like his/her school to receive a copy of his/her transcript, it is the student’s responsibility to request an official transcript by completing a Transcript Request Form at the Transcript Office.

**Student Records / Privacy:** California Education Code 49061 states that parents of community college students *do not* have a right of access to their children’s student records, regardless of whether the student is under the age of 18. In addition, Section 1232g of Title 20 of United States code states there is a general right of parental access to student records, but not for college students, regardless of age. **Therefore, Antelope Valley College cannot permit parent(s) to request or obtain their child’s student records.**

**Denial:** California Education Code 48800 (b): If the governing board denies a request for a special admit student, who is identified as highly gifted, the board shall issue its written recommendation and the reasons for the denial within 60 days. The written recommendation and denial shall be issued at the next regularly scheduled board meeting that falls at least 30 days after the request has been submitted.



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## Credit Courses Not Applicable to the Associate Degree and Certificate Programs

Special admittance minor students **cannot** take credit courses that are not applicable to the Associate degree and/or certificate programs. These include the following:

Special admittance minor students **cannot** take credit courses that are not applicable to an Associate degree and/or certificate program. These include the following:

|           |  |
|-----------|--|
| CT 050    | Sewing Basics  |
| ENGL 061  | Grammar  |
| ENGL 062  | Basic Writing Skills   |
| ENGL 063  | Vocabulary   |
| ENGL 064  | Spelling   |
| ENGL 065  | Study Skills   |
| ENGL 066  | Basic English Grammar  |
| ENGL 095  | Developmental Writing Skills                                 |
| ENGL 097  | Basic Composition  |
| ENGL 099  | Intermediate Composition                                     |
| EOPS 060  | Enrichment Class   |
| ESL 035   | ESL Basic English Skills                                     |
| ESL 041   | ESL Basic Pronunciation and Vocabulary Building              |
| ESL 042   | ESL Pronunciation and Vocabulary Building                    |
| ESL 045   | ESL Beginner Grammar   |
| ESL 046   | ESL Intermediate ESL Grammar                                 |
| ESL 052   | ESL Beginning Conversation                                   |
| ESL 054   | ESL Intermediate Conversation                                |
| ESL 056   | ESL Advanced Oral Communication for ESL Speakers             |
| ESL 058   | ESL Public Speaking for ESL Students                         |
| ESL 082   | ESL Beginning Composition                                    |
| ESL 084   | ESL Intermediate Composition                                 |
| ESL 086   | ESL Advanced Composition                                     |
| ESL 087   | ESL Advanced Composition II                                  |
| HD 050    | College Orientation  |
| MATH 020  | Managing Math Anxiety  |
| MATH 021  | Math Study Strategies  |
| MATH 050  | Arithmetic   |
| MATH 050A | Arithmetic-First Half with SAS                               |
| MATH 050B | Arithmetic-Second Half with SAS                              |
| MATH 060  | Prealgebra   |
| MATH 070  | Elementary Algebra   |
| MATH 070A | Elementary Algebra-First Half with SAS                       |
| MATH 070B | Elementary Algebra-Second Half with SAS                      |
| MATH 080  | Plane Geometry   |
| NA 066    | Pharmacology for Certified Nurse Aides                       |
| PE 051    | Academic Skills and Guidance for the Intercollegiate Athlete |
| READ 097  | Intermediate Reading   |
| READ 098  | Readings of Current Events                                   |
| READ 099  | Critical Reading and Study Skills                            |
| WFDV 091  | Employability Learning Skills                                |

Above List Subject to  
Change Without Notice

In addition, any course not applicable to an Associate degree and/or certificate program.

Last updated 06-13-07



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# Special Student Admittance Form HOME SCHOOL STUDENTS

A separate form is required for each semester.

- STEP 1: Complete the AVC Admissions application and the AVC Special Student Admittance form (available at [www.avc.edu](http://www.avc.edu)).
- STEP 2: Get a current unofficial copy of your K-12 school transcripts (must include GPA).
- STEP 3: Bring completed forms and to the AVC Admissions and Records Office.
- STEP 4: Take the Assessment test, if required.
- STEP 5: All prerequisites and corequisites for courses must be met.
- STEP 6: Register in person for courses during Open Registration Periods at the AVC Admissions and Records Office.

## Part I: Student Information

Select **ONE** year and term you are applying for: 20\_\_\_\_  Summer  Fall  Spring  Intersession

Name: \_\_\_\_\_ Student ID: \_\_\_\_\_ Birth Date: \_\_\_\_\_  
*Last First M.I.*

Name of Local School: \_\_\_\_\_ Grade level: \_\_\_\_\_ Graduation date: \_\_\_\_\_

### Parental Consent:

**By signing below, I understand that AVC is an open, unsupervised, and adult-oriented learning environment. I also understand that instructional materials in some courses may be unsuitable for children.**

Student's Signature \_\_\_\_\_ Parental Approval \_\_\_\_\_ Date \_\_\_\_\_  
*Signature of parent or guardian*

## Part II: Home School Certification

**After careful review, I certify that this student has demonstrated adequate preparation in the discipline to be studied and can benefit from advanced scholastic and vocational education.**

\_\_\_\_\_  
Parent / Guardian Signature

\_\_\_\_\_  
Name of Home School

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student's Overall GPA

## Part III: Course Selection

| CRN #                     | COURSE NAME     | UNITS      |
|---------------------------|-----------------|------------|
| <i>Example:<br/>50404</i> | <i>ENGL 101</i> | <i>3.0</i> |
|                           |                 |            |
|                           |                 |            |
|                           |                 |            |
|                           |                 |            |
|                           |                 |            |

**Approval for above course(s) does not guarantee course will be open at time of registration at AVC.  
All courses taken at AVC are for college credit.**

For Office Use Only:

AVC Admissions & Records Signature \_\_\_\_\_

Date \_\_\_\_\_