



**Policy**

**5010 Admissions**

The District shall admit students who meet one of the following requirements and who are capable of profiting from the instruction offered:

Any person over the age of 18 and possessing a high school diploma or its equivalent.

Other persons who are over the age of 18 years and who, in the judgment of the Chancellor or his or her designee are capable of profiting from the instruction offered. Such persons shall be admitted as provisional students, and thereafter shall be required to comply with the District's rules and regulations regarding scholastic achievement and other standards to be met by provisional or probationary students as a condition to being readmitted in any succeeding semester.

Persons who are apprentices as defined in Section [3077](#) of the Labor Code

- Any student whose age or class level is equal to grades K-12 is eligible to attend as a special part-time student for advanced scholastic or vocational courses.
- Any student whose age or class level is equal to grades K-12 is eligible to attend as a special full-time student
- Any student enrolled in K-12 may attend summer session. The Chancellor shall establish procedures regarding ability to benefit and admission of high school, home schooled and younger students.

Each College of the District may establish rules and regulations for the admission of international students on a selective basis. The total number of students attending on a student visa shall not exceed 2% of the total full-time day population of the college. International students must submit a California tuberculin clearance examination before being permitted to attend classes.

**References:**

Education Code Sections [76000](#), [76001](#) and [76002](#); Labor Code Section [3077](#)

**Adopted:** June 28, 2004

## Administrative Procedure

### 5010 Admissions

Admission to the college is under the administration of the Admissions and Records Offices. The appropriate administrator or designee makes initial admission determinations.

All students must complete and sign a valid admissions application to be admitted to the college.

Admission of all students includes determination of residency in the State of California.

Specific and current admission procedures are published in the most recent versions of the college schedule of classes, catalog, and web site.

A person eligible for admission to a YCCD college is anyone who:

- A. Has graduated from an accredited high school, including students who have received high school certificates of completion (or equivalent) but did not pass the California High School Exit Exam.
- B. Has passed the California High School Proficiency or the GED test.
- C. Is a non-high school graduate 18 years of age or older, who is no longer attending high school and able to benefit from instruction.
- D. Is a 7<sup>th</sup>-12<sup>th</sup> grade student who is at least 14 years old, who has met all established special conditions set forth in the policies of Yosemite Community College District, has written permission from the high school principal (or junior high school superintendent) and parent or legal guardian.
- E. Is an international student who has completed admission procedures for international students.

Admission of K-12 students is exclusively for advanced scholastic or vocational work (except for programs in Community Education).

Each K-12 student seeking admission to a YCCD college program must submit an application to the college or to Community and Economic Development and follow the enrollment procedure as established by the college for special admittance students. See below:

Reference: Education Code [76000](#)

#### 5010.1 - Admission and Concurrent Enrollment of High School and Other Young Students

- I. Special part-time student: To be considered for admittance as a special part-time student at Modesto Junior College, the student must be at least 14 years of age on the first day of the class and meet the eligibility standards as established in Education Code Sections [48800](#) and [76001](#).
  - A. The student must submit to Admissions & Records:

1. Completed and signed application for admission
  2. Written and signed parental or guardian consent, on the College's Petition for Advanced Admission form.
  3. Written and signed approval of the applicant's school principal on the College's petition for Advanced Admission form, (Note: A parent or guardian of a pupil who is not enrolled in a public or private school may petition directly the College President or designee without the signature of a principal) as long as a copy of the school's Private School Affidavit has been submitted.
  4. Demonstration that the student is capable of profiting from instruction. The Chancellor or designee has the authority to make the final decision whether a student can benefit from instruction.
  5. Signed parental or guardian Permission to Treat a Minor health form.
- II. Special Full-Time Student: To be considered for admittance as a special full-time student, the student must meet the eligibility standards as established in Education Code Section [48800.05](#).
- III. Special Part-Time Student: To be considered for admittance as a special part-time student at Modesto Junior College, the student must be at least 14 years of age on the first day of the class and meet the eligibility standards as established in Education Code Section [48800](#) and [76001](#). Special part-time students can enroll in a maximum of 11.5 units/semester.
- IV. The student must submit to the Admissions Office:
1. Completed and signed application for admission.
  2. Written and signed parental or guardian consent on the College's Petition for Advanced Admission form.
  3. Written and signed approval of the applicant's school principal on the College's Petition for Advanced Admission form.
  4. Students enrolled in 7th or 8th grade must submit a letter of recommendation signed by their school's principal.
  5. A parent or guardian of a pupil who is not enrolled in a public or private school must also submit a copy of the school's Private School Affidavit that has been submitted to the California Department of Education. (i.e., home schooled)
  6. Written and signed approval of the student's parent or guardian on the College's Consent for Treatment of Minors form.
- A. The final determination that the student is capable of profiting from instruction rests with the college's Chancellor or designee.

- 1 B. Special part-time students must be in “good academic standing” at Modesto Junior College in  
2 order to continue with concurrent enrollment.  
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- 4 V. Special Full-Time Student: To be considered for admittance as a special full-time student, the  
5 student must meet the eligibility standards as established in Education Code Section [48800.05](#).  
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- 7 A. The student must submit to the Admissions Office:  
8
- 9 1. Completed and signed application for admission.
  - 10
  - 11 2. Written and signed parental or guardian consent on the college’s Petition for Advanced  
12 Admission form.
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  - 14 3. Written and signed approval of the applicant’s school principal on the College’s Petition  
15 for Advanced Admission form.
  - 16
  - 17 4. Students enrolled in 7<sup>th</sup> or 8<sup>th</sup> grade must submit a letter of recommendation signed by  
18 their school’s principal.
  - 19
  - 20 5. A parent or guardian of a pupil who is not enrolled in a public or private school must also  
21 submit a copy of the school’s Private School Affidavit that has been submitted to the  
22 California Department of Education. (i.e., home schooled)
  - 23
  - 24 6. Written and signed approval of the student’s parent or guardian on the College’s Consent  
25 for Treatment of Minors form.
  - 26
  - 27 7. Written and signed approval from the Board of Trustees of the District where the special  
28 full-time student resides (if the student does not attend a public or private school, the  
29 parent or guardian of the student must request approval of the college’s President or  
30 designee.
  - 31
- 32 B. The final determination that the student is capable of profiting from instruction rests with the  
33 college’s President or designee.  
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- 35 C. Special full-time students must be in “good academic standing” at Modesto Junior College in  
36 order to continue with concurrent enrollment.  
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- 38 VI. Special Summer Session Student:  
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- 40 A. The student must submit to the Admissions Office:  
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- 42 1. Completed and signed application for admission.
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  - 44 2. Written and signed parental or guardian consent on the college’s Petition for Advanced  
45 Admission form.
  - 46
  - 47 3. Written and signed approval of the applicant’s school principal on the College’s Petition  
48 for Advanced Admission form.
  - 49

- 1 4. Written and signed approval of the applicant’s school principal on the College’s Petition  
2 for Advanced Admission form that not more than 5% of the total number of students at  
3 any single level have been recommended for advanced admission during a summer term.  
4
- 5 5. Students enrolled in 7th or 8th grade must submit a letter of recommendation signed by  
6 their school’s principal.  
7
- 8 6. A parent or guardian of a pupil who is not enrolled in a public or private school must also  
9 submit a copy of the school’s Private School Affidavit that has been submitted to the  
10 California Department of Education. (i.e., home schooled)  
11
- 12 7. Written and signed approval of the student’s parent or guardian on the College’s Consent  
13 for Treatment of Minors form.  
14
- 15 B. The final determination that the student is capable of profiting from instruction rests with the  
16 college’s Chancellor or designee.  
17
- 18 C. Special part-time students must be in “good academic standing” at Modesto Junior College in  
19 order to continue with concurrent enrollment.  
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- 21 VII. Enrollment in Modesto Junior College courses: Students who have been admitted to Modesto  
22 Junior College as Special part-time or Special full-time students (concurrently enrolled 7-12th  
23 grade students), may enroll in any degree applicable course for which they have demonstrated  
24 the required prerequisite skills.  
25
- 26 VIII. A community college district may include K-12 pupils who attend a community college within the  
27 District pursuant to Sections [48800](#) and [76001](#) in the District’s report of full-time equivalent  
28 students (FTES) only if those pupils are enrolled in community college classes that meet all of the  
29 following criteria:  
30
- 31 A. The class is open to the general public.  
32
- 33 B. The class is advertised as open to the general public in one or more of the following:  
34
- 35 1. The college catalog  
36
- 37 2. The regular schedule of classes  
38
- 39 3. An addendum to the college catalog or regular schedule of classes  
40
- 41 IX. If a decision to offer a class on a high school campus is made after the publication of the regular  
42 schedule of classes, and the class is solely advertised to the general public through electronic  
43 media, the class shall be so advertised for a minimum of 30 continuous days prior to the first  
44 meeting of the class.  
45
- 46 X. If the class is offered at a high school campus, the class may not be held during the time the  
47 campus is closed to the general public.  
48

- 1 XI. If the class is a physical education class, no more than 10 percent of the maximum enrollment  
2 specified for that section of the course may comprise special part-time or full-time students. A  
3 community college district may not receive state apportionments for special part-time and full-  
4 time students enrolled in physical education courses in excess of 5 percent of the District's total  
5 reported full-time equivalent enrollment of special part-time and full-time students.  
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7 Reference: Education Code Sections [48800](#); [48800.5](#); [76001](#); [76002](#)  
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9 **5010.2 – Students in the Military**  
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11 I. Resident Determination for Military Personnel and Dependents  
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- 13 A. A student who is a member of the armed forces of the United States stationed in California  
14 on active duty, except a member of the armed forces assigned for educational purposes to a  
15 state-supported institution of higher education, is entitled to resident classification.  
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17 B. An undergraduate student who is a natural or adopted child, stepchild, or spouse who is a  
18 dependent of a member of the armed forces of the United States stationed in this state on  
19 active duty shall be entitled to resident classification.  
20  
21 C. A student who was a member of the armed forces of the United States stationed in California  
22 on active duty for more than one year immediately prior to being discharged from the armed  
23 forces is entitled to resident classification for the length of time he or she lives in California  
24 after being discharged up to the minimum time necessary to become a resident.  
25  
26 D. A parent who is a federal civil service employee and his or her natural or adopted dependent  
27 children are entitled to resident classification if the parent has moved to this state as a result  
28 of a military mission realignment action that involves the relocation of at least 100 employees.  
29 This classification shall continue until the student is entitled to be classified as a resident, so  
30 long as the student continuously attends an institution of public higher education.  
31  
32 E. A student claiming the residence classifications provided for in this procedure must provide a  
33 statement from the student(s) commanding officer or personnel officer providing evidence of  
34 the date of the assignment to California, and that the assignment to active duty in California  
35 is not for educational purposes. A student claiming the residence classifications provided for  
36 here for the dependent of military personnel shall provide a statement from the military  
37 person(s) commanding officer or personnel officer that the military person(s) duty station is  
38 in California on active duty as of the residence determination date, or has been transferred  
39 outside of California on active duty as of the residence determination date, or that the military  
40 person has retired from active duty after the residence determination date. Title 5, Sections  
41 [54041](#); [54042](#)).  
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43 II. Withdrawal policies for Members of the Military  
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- 45 A. A student who is a member of an active or reserve United States military service and who  
46 receives orders compelling a withdrawal from courses shall be permitted to withdraw upon  
47 verification of such orders. A withdrawal symbol will be assigned, which is either an "X" (if  
48 the class has not yet begun) or a "D" (if the class has begun). The effective date of the drop  
49 will be backdated to a point in time that is before the refund deadline. Staff will also select

1 "MW-Military Withdrawal" as the reason for the drop and will add in the notes field of the  
2 SACD screen: The actual date of the drop, as well as the backdated drop date, will be noted.

3

4 B. Admissions staff will ensure that no "W" is recorded and that, if the student is due a refund,  
5 that the refund is made in full.

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7 **References:**

8 Title 5, Sections [55758](#), [54041](#), [54042](#)

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10 **Procedure Last Revised:** March 12, 2008