



## **SPECIAL ADMISSION PROGRAM CRITERIA**

Please read the following information carefully:

1. The Special Admission Program is open to any K-12 student who, in the opinion of the Superintendent/President or designee, can benefit from instruction.
2. Students may be admitted upon recommendation of the principal, counselor and parent. All new students under grade 9 and their parent or guardian must attend an interview with a college official (college dean, college vice president, counselor, or subject matter instructor), to determine registration eligibility, course placement, and general advisement.
3. Special Admission students must conform to the College's academic rules and regulations and the Code of Conduct expected of all college students.
4. The College reserves the right to exclude or limit registration into programs where the health, safety, instructional methodology, facility constraints, or legal requirements are deemed inappropriate for Special Admission students.
5. Special Admission students are exempt from paying the California Community College Enrollment Fee if they register as a part-time student (less than 12 units during fall and spring semesters; less than 6 units during the summer intersession). Special Admission students who register for 12 or more units during fall/spring or for 6 or more units during the summer) must pay the enrollment fee for all units registered. All other fees must be paid by both part-time and full-time Special Admission students (i.e. Health Center Fee, Student Center Fee.)
6. Courses listed on the following page are NOT open to Special Admission students.

### **PROCEDURE:     *You cannot register before the Priority Registration Date specified for K-12 students.***

1. Apply for admission online at [www.solano.edu](http://www.solano.edu) and submit the Special Admission Recommendation Form with all required signatures to Admissions and Records at the Fairfield campus, Vacaville Center or Vallejo Center. These must be processed prior to registration.
2. Students must provide documentation for prerequisite clearance or challenge. High School transcripts or verification of prerequisite course completion and a Request for Transcript Review must be submitted at least ten (10) business days prior to attempting to register for classes. Prerequisites are strictly enforced and will not be waived. Upon submission, prerequisite clearances are entered within ten (10) business days.
3. Special Admission students register as new students each semester; they do not gain registration priority as continuing students.
4. **You must register for classes online using MySolano ([my.solano.edu](http://my.solano.edu)). YOU WILL NOT BE REGISTERED IN CLASSES FROM THIS FORM. You may register ONLY in the specific courses listed on your Special Admission Recommendation Form that has been signed by your school principal and parent.**
5. Assessment testing ([www.solano.edu/counseling/assessment.html](http://www.solano.edu/counseling/assessment.html)) is required prior to registration into English courses. See Schedule of Classes online or go to MySolano ([my.solano.edu](http://my.solano.edu)) to determine the Priority Registration date for K-12 students.



## Special Admission Students May NOT Register in Courses Listed Below

*The following courses are **not open** to Special Admission Students because they are not classified as advanced scholastic or vocational work or are excluded because of the criteria in Item #4 of the Special Admission Program Criteria.*

### **APPLIED TECHNOLOGY & BUSINESS**

*All Aeronautics courses  
All Cosmetology courses  
FIRE 140*

### **HEALTH SCIENCES**

*All Athletics courses  
All Emergency Medical Technician courses with the exception of EMT 128  
All Kinesiology (Physical Education) courses with the exception of KINE 020A and 020S  
All Nursing courses with the exception of NURS 103, 104, 105, and 111*

### **LIBERAL ARTS**

*All 300-level English courses  
All 300-level ESL Courses*

### **MATHEMATICS AND SCIENCE**

*All 300-level Horticulture courses  
All 300-level Mathematics courses*

