



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, such as college deans, college vice-presidents, counselors, or subject matter instructors, to determine enrollment eligibility, course placement, or general advisement.**
3. Special Admission students shall 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 enrollment into programs where health, safety, instructional methodology, facility constraints, or legal requirements are deemed inappropriate for Special Admission students.**
5. Students are exempt from paying the California Community College Enrollment Fee if they enroll as a part-time student (less than 12 units). Special Admission students who enroll in 12 or more units are considered full-time college students and must pay the enrollment fee for all units enrolled. All other required fees must be paid by part-time and full-time Special Admission Students (i.e., Health Service Fee, Student Center Fee.)
6. Effective January 1, 2004, Senate Bill 338 limits the enrollment of Special Admission students to a maximum of 10% of each Physical Education class. (Example: if a class maximum is 40 students, only 4 special admission students will be allowed to enroll)

The documents listed below must be completed, signed and submitted to the Office of Admissions and Records at least ten (10) days in advance of a student being allowed to register

PROCEDURE: K-12 students must follow applicable priority registration dates and times.

1. Submit Application for Admission electronically at www.solano.edu and this Special Admission Recommendation Form to the Office of Admissions and Records at Solano Community College prior to registration.
2. High School transcripts or verification of prerequisite course completion must be submitted at least ten (10) business days prior to attempting to register for classes. Students must provide documentation for prerequisite approval or challenge. Prerequisites are strictly enforced and will not be waived by the Division Dean. Upon submission, prerequisite clearances are entered within ten (10) business days.
3. All of the above forms must be submitted prior to registration. All special admission students enroll as a new student each semester.
4. **You must register for classes using MySolano online services (www.solano.edu).**

YOU WILL NOT BE REGISTERED FOR CLASSES FROM THIS FORM.

5. Assessment testing (<http://www.solano.edu/counseling/assessment.html>) is required prior to registration into English courses. See Schedule of Classes or go to MySolano from www.solano.edu to determine registration dates and times.

