

GOLDEN WEST COLLEGE

Admissions and Records

15744 Goldenwest Street

Huntington Beach, CA 92647-3103

714-895-8306



For GWC Office Use Only:

Received by: _____

Date Received: _____

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

Please make a copy of this completed form for your records and submit your completed form to dualenrollment@gwc.cccd.edu

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 High School 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 Educational Code, Section 48800, as determined by the high school and college.

1. ENROLLMENT TERM — Please check one box only and fill in the year

FALL

INTERSESSION/SPRING

SUMMER

YEAR

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

3. PRINCIPAL'S RECOMMENDATION(S) —

Special part-time high school students can register in a maximum of 11 units during a Fall or Spring term and a maximum of 9 units during a Summer term.

Section 3 MUST be completed and signed by the High School Principal or their assigned designee only.

I certify the following: the student has demonstrated sufficient preparation for college level coursework; the GWC course(s) listed in the current GWC class schedule is not available at the high school; 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 Subject/Number _____

Units: _____

Recommended Course #2: Course Subject/Number _____

Units: _____

Recommended Course #3: Course Subject/Number _____

Units: _____

Recommended Course #4: Course Subject/Number _____

Units: _____

The course(s) is to be used towards high school credit only:

Yes

No

NOTE: Approval is course specific. Please include alternative courses (if any), in the event that the requested course is full. This form does not guarantee a space in the requested 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.



SPECIAL PART-TIME HIGH SCHOOL PROGRAM REQUIREMENTS

STEPS REQUIRED TO COMPLETE THE GWC REGISTRATION PROCESS:

STEP 1: APPLY FOR ADMISSION – Apply online (https://bit.ly/gwcapply) 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 transitioning to a first-time college student.

STEP 2: SELF-PLACEMENT – If you plan to take English or Math classes or any classes that have an English or Math prerequisite, you must self-place using the GWC online self-placement tool at: https://www.goldenwestcollege.edu/map/index.html.

STEP 3: SUBMIT THE COMPLETED SPECIAL PART-TIME HIGH SCHOOL RELEASE FORM – Complete sections 1 and 2 of this form, have your high school principal complete section 3, 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 your admissions application and this form have been received and processed, the Enrollment Center will grant you special permission to take the course(s) listed on this form. You may register for the approved course(s) on or after your appointment time to register, which is listed in MyGWC. If you are attempting to register for a Golden West College course that has already started, or if the course you want to enroll in is already full, you may petition by attending the first class and requesting an Add Code from the instructor. Although it is not required of high school students, you are encouraged to complete an online orientation prior to the start of your class.

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 at Golden West College. 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 – Special part-time high school students 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). However, special part-time high school students are charged the Health Fee, the College Services Charge, and the Student Representation Fee, along with 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. Students can pay campus fees by clicking on the "Pay Now" button after registering in the course online through MyGWC. 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 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 high 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 signatures, 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.