



ANTELOPE VALLEY COLLEGE

STEP BY STEP INSTRUCTIONS FOR SPECIAL ADMIT - MIDDLE/HIGH SCHOOL STUDENTS

◆ APPLY TO ANTELOPE VALLEY COLLEGE

- ✓ Go to www.avc.edu and apply online. After you submit your application and are accepted, you will receive your myAVC account information.

◆ GO TO YOUR MIDDLE/HIGH SCHOOL

- ✓ Complete the form and pick courses with your parent/guardian and your principal/designee. Make sure to select alternate courses according to the principal/designee's recommendations.
- ✓ Get a current unofficial copy of your middle/high school 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 cumulative 2.0 GPA to take vocational courses and a cumulative 2.5 GPA to take academic courses.

◆ GO TO THE AVC ADMISSIONS AND RECORDS OFFICE

- ✓ Bring **ALL** your paperwork (Special Admit form, Transcripts) to the AVC Registration Office.
- ✓ After admission to AVC, you will be able to register during Open Registration 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 takes approximately 2 hours 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.

◆ REGISTER ONLINE using your myAVC account

- ✓ Register online during Open Registration using your myAVC account.
- ✓ 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.

◆ PAY FOR YOUR COURSES

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



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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 Apply for admission online at www.avc.edu. Click the “Apply Online” link from the main page.
- 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 online.

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 online during Open Registration after all paperwork has been approved.
- 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 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 an Associate degree and/or certificate program, or courses that have enrollment limitations or restrictions. 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

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

Above List Subject to
Change Without Notice



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Special Student Admittance Form

A new form is required for each semester.

- STEP 1: Complete the online AVC Admission application (www.avc.edu).
- STEP 2: Complete the AVC Special Student Admittance form (download and print from www.avc.edu).
- STEP 3: Get a current unofficial copy of your middle/high school transcripts (must include GPA).
- STEP 4: Bring completed forms to the AVC Admissions and Records Office.
- STEP 5: Take the Assessment test, if required.
- STEP 6: Register for courses during Open Registration online (approval required).

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: Principal 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. For the Summer semester, I also certify that this student does not exceed the 5% statutory grade level limit of students recommended to attend AVC {Ed. Cd. 76001(i)}. (AVUHSD Board Policy requires a 2.5 cumulative GPA for academic courses and a 2.0 cumulative GPA for vocational courses.)

Principal / Designee Signature

Date

Name of School

Student G.P.A.

Part III: Course Selection

CRN #	COURSE NAME	UNITS
<i>Example: 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 _____