



TAFTCOLLEGE

# Taft College

## Special Admit Form

29 Cougar Court - Taft, CA - 93268  
(661) 763-7741 Admissions Office; (661) 763-7758 Fax

◆ PLEASE PRINT ALL INFORMATION CLEARLY ◆

<b>Student Info</b>	Taft College ID # <b>A</b> <input type="text" value="0"/> <input type="text" value="0"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
	Name _____ Birthdate _____ Age _____ <small style="margin-left: 100px;">Last</small> <small style="margin-left: 150px;">First</small> <small style="margin-left: 100px;">MI</small>
	Address _____ Email _____ City _____ State _____ ZIP _____ Phone # _____

<b>School Info</b>	Term <input type="checkbox"/> Summer <input type="checkbox"/> Fall <input type="checkbox"/> Spring Year _____ Grade Level <input type="checkbox"/> 9 <sup>th</sup> <input type="checkbox"/> 10 <sup>th</sup> <input type="checkbox"/> 11 <sup>th</sup> <input type="checkbox"/> 12 <sup>th</sup>
	School _____ City/County of School _____ Type of School <input type="checkbox"/> Public <input type="checkbox"/> Private <input type="checkbox"/> Charter <input type="checkbox"/> Home School* <input type="checkbox"/> Adult School <input type="checkbox"/> Noncredit Program <small>*Students enrolled in a Home Study Program must provide proof that the program is registered with the County Department of Education.</small>

<b>Course Info</b>	CRN #	Section	Course Title
	1. <input type="text"/>	<input type="text"/>	_____
	2. <input type="text"/>	<input type="text"/>	_____
	3. <input type="text"/>	<input type="text"/>	_____

<b>Student</b>	I understand that the course(s) listed above are for <b>College Credit</b> , and that enrollment at TC creates a permanent record that must be reported to any colleges I apply to in the future. I agree to abide by all rules and regulations set forth in the TC Catalog. I also understand that my enrollment at TC will be limited to no more than 11 units per semester, in compliance with Education Code 76001 (d).	
	Signature _____	Date _____

**\*\*ATTENTION: PARENT SIGNATURE ONLY REQUIRED FOR FIRST-TIME SPECIAL ADMIT STUDENTS (EXCEPT FOR ADULT EDUCATION STUDENTS)\*\***

<b>Parent</b>	I understand that my parental consent is only required when my child first begins as a special admit student at Taft College and will remain on file unless revoked in writing. I support this request on the part of my child to attend TC. I understand that the courses are for College Credit, and that college courses may contain adult content. I understand and agree that my child is subject to the rules and regulations of TC as listed in the College Catalog. I agree to be responsible for any and all fees incurred by my child in the enrollment process. I am aware that I will not have the right to access my child's college records without his/her written consent or a court order.	
	Signature of Parent/Legal Guardian _____	Date _____

<b>School Official</b>	Pursuant to Education Code 48800, I have reviewed the academic record of this student and certify that they demonstrate adequate preparation in the discipline to be studied and has the ability to benefit from college instruction in the courses listed, and if a summer student, they have exhausted all opportunities to enroll in equivalent courses, if any, at their school of attendance. For any particular grade level, I certify that I am limiting the number of recommendations to no more than 5 percent of the total number of pupils who completed that grade immediately prior to the time of recommendation for enrollment during a summer session.	
	Signature of Principal or Designee _____	Date _____

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**Important Information for Special Admit Students enrolling at Taft College**

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References: California Education Code: 76002/76300/48800.5; Title 5: 55002(a). High school students may take college level courses that are transferable, on a seats-available basis with permission from their parent/legal guardian, and high school principal. Students will receive college credit for the community college courses completed. **Arrangements for receiving high school credit for course work completed must be made with the student's respective high schools.**

It is expected that all special admit students enrolling in Taft College courses have the maturity to participate on a college campus. No special arrangements for additional supervision of underage students are available. In a very small number of disciplines, course content may be frank in order to deal with scholarly discussion of behavioral, artistic, human, or other issues. Unlike public schools, colleges do not contact parents in advance to inform them of these matters. Parents are hereby notified that it is their responsibility to ensure that their child is able to handle the college environment, as well as the content of the course in which they enroll. Although special admit students may be minors, Taft College adheres to the student privacy laws set forth by FERPA. Special admit students are entitled to all of the privacy rights of a college student; therefore, any information regarding attendance, grades, behavior, etc., cannot be shared with the parent or legal guardian.

**Step 1: How to Get Started**

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- Complete the online application for admissions to Taft College.
- Submit the **Special Admit Form** to [hsspecialadmit@taftcollege.edu](mailto:hsspecialadmit@taftcollege.edu).
- The Special Admit Form must be filled out and signed by the student and the high school principal/designee every semester regardless if the student gets into a class or not. **Parent signature is required for all special admit students except adult education students and is only required when the student first begins as a special admit at Taft College and will remain in effect unless revoked in writing.** If the student is home schooled, they must provide verification that the homeschool program is recognized and approved by the county department of education.
- Students must reapply for admission after a break in attendance for one semester.

**Step 2: Complete Orientation**

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- Complete the online orientation. The online orientation can be found on our website under "Getting Started". You will use the student ID number given to you when you completed your admissions application.

**Step 3: Register for Classes**

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- Students may register during open registration by accessing your MyTC portal on the Taft College home page > Registration (Cougar Tracks) > Register for Classes. Students can refer to the priority registration schedule each semester to determine the open registration time period.
- Special admit students may not enroll in any non-transferable courses.
- There is an 11-unit maximum limit per semester; nine-unit maximum limit for summer semester.
- In accordance with SB338, enrollment in physical education courses have been restricted or excluded.
- Special admit students are eligible for membership in groups/clubs; however, membership does not change registration priority for enrollment purposes.

**Step 4: Access Your Canvas**

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- Students will be granted access to Canvas the week before courses begin.
- Login to Canvas by accessing your "MyTC" Portal on the Taft College home page.

**Step 5: Keep Us Informed**

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- Students who have previously enrolled and who have dropped their courses and/or have received "F" or "FW" grades will not be allowed to continue in the Special Admit Program. If you are having difficulty in your courses, please contact your school counselor as soon as possible.
- Participation in the special admit program results in college credit and a permanent record at Taft College that must be reported to any colleges you apply to in the future.

**Step 6: Transcripts**

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- Grades will not be available on your transcript until after all end-of-term processes have been completed. We will provide official transcripts directly to your school after end-of-term processes have been completed at no charge if you request us to do so. To request your transcripts, please complete this form. Please do not order official transcripts to be sent to your school. For more information, contact the Admissions and Records Office at 661-763-7741.



## HIGH SCHOOL SPECIAL ADMIT STUDENT CONSENT FOR RELEASE OF INFORMATION

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
Last First Middle

TC Student ID#: \_\_\_\_\_

Maiden Name or Other Name Used \_\_\_\_\_  
Last First Middle

I, the undersigned, in accordance with the Federal Family Educational Rights and Privacy Act of 1974 guidelines and Education Code section 76242, authorize the West Kern Community College District to release the following information from my college records **while I am participating in the high school special admit program:**

- |                                                    |                                                       |
|----------------------------------------------------|-------------------------------------------------------|
| <input type="checkbox"/> Admissions/Residency Info | <input type="checkbox"/> Financial Records            |
| <input type="checkbox"/> Class Schedule            | <input type="checkbox"/> Progress Report              |
| <input type="checkbox"/> Educational Plan          | <input type="checkbox"/> Transcripts/Academic Records |
| <input type="checkbox"/> Financial Aid Records     | <input type="checkbox"/> Other (specify): _____       |

The following individual(s) may have access to the released information:

Full Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Full Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Full Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Full Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

**This authorization shall remain in effect during my enrollment as a high special admit student or until revoked in writing.**

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date