



# SCCCD - Clovis Community College Educational Enrichment Program

## PROCEDURES FOR APPLYING TO THE EDUCATIONAL ENRICHMENT PROGRAM:

1. The intent of this program is to provide college enrichment opportunities for a limited number of eligible high school students in **grades 10<sup>th</sup>, 11<sup>th</sup>, and 12<sup>th</sup>** (**exceptions may be considered: See Special Admittance Policy**). Students must have exhausted all opportunities to enroll in an equivalent course at their high school.
2. Educational enrichment students are provisional students during each semester of attendance and therefore must register as New Students each semester.
3. Minimum eligibility to the Educational Enrichment Program includes a 2.5 GPA for Juniors and Seniors and a 3.0 GPA for Sophomores computed from all courses completed except PE and military science.
4. All high schools must file a copy of their Board of Trustee's resolution authorizing participation in the program with the Clovis Community College Vice President of Instruction and Student Services. The resolution can cover an extended period of time or be reviewed on a yearly basis, at the Board's discretion.
5. Not all courses listed in the Clovis Community College catalog are available to Educational Enrichment students. Generally, courses of a remedial nature, courses for which failing grades were earned, and courses required for High School graduation do not meet the intent and spirit of the program.
6. Educational Enrichment Program students must spend a minimum day of 180 minutes on the high school campus. The Educational Enrichment application includes a place for the high school to verify that the minimum day requirement is being met. The application will also include the specific classes which the high school is authorizing for each student.
7. A complete application consists of:
  - State Center Community College District (SCCCD) Admission Application (enrichment students have access to the online admissions application; available **October 1<sup>st</sup>** for spring and **April 1<sup>st</sup>** for summer & fall). For the term, students will select the semester and enrichment (example: Summer/Fall 2023 Enrichment/Dual Enrollment). The admissions application is available online at [www.cloviscollege.edu/apply](http://www.cloviscollege.edu/apply). Once completed, students will receive their ID number via e-mail. On the online application, please:
    - Select "High School Enrichment/DUAL" for "Term Applying For"
    - Be sure to indicate your anticipated high school graduation date; it is required to complete the application
    - **For Returning Enrichment Students** - You will not need to complete the Online Admissions Application for Enrichment/Dual Enrollment as long as you have not missed more than two semesters of enrollment.
  - Educational Enrichment application with all **required signatures**. **Your high school counselor must assist you in your selection of requested course(s)**.
  - A current **High School Transcript**
  - **We are unable to process incomplete applications and it is the student's responsibility to ensure the application is complete.**
8. An Educational Enrichment Application and a current High School Transcript must be provided each semester the student plans to attend.
9. Please submit your completed packet to [enrichment@cloviscollege.edu](mailto:enrichment@cloviscollege.edu) or to the **Counseling Office** at Clovis Community College (AC2-133).
10. Accommodations for students with disabilities are by regulation different for college classes than for high school classes. If you are a student with a documented disability (i.e., IEP, 504 plan, etc.) and/or you would like to know about accommodations available for the college course for which you are enrolling, please contact Disabled Students Programs and Services (DSP&S) at (559) 325-5050 or [dsps@cloviscollege.edu](mailto:dsps@cloviscollege.edu)



# SCCCD - Clovis Community College Educational Enrichment Program - Student Application

## STUDENT INFORMATION

Social Security Number or College ID #: \_\_\_\_\_ Date: \_\_\_\_\_  
 First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_  
 Phone Number: \_\_\_\_\_ E-Mail: \_\_\_\_\_  
 Street Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 High School: \_\_\_\_\_ Year of High School Graduation: \_\_\_\_\_  
 Current Grade Level (Select one):  Sophomore (10<sup>th</sup>)  Junior (11<sup>th</sup>)  Senior (12<sup>th</sup>)

### Proposed Semester of Attendance and Year:

Fall (Aug. - Dec.)  Spring (Jan. - May)  Summer (Jun. - Jul.) - Year: \_\_\_\_\_

**In consultation with high school counselor, please list the Clovis Community College course(s) requested:**

(First row is an example.)

5-DIGIT COURSE NUM.	DEPARTMENT & NUM.	COURSE TITLE	UNITS	DAYS	BEGIN TIME	END TIME	ROOM	INSTRUCTOR
Ex: 81457	PSY 2	General Psych.	3	MWF	8:00 AM	8:50 AM	AC1 202	J. Smith

## CONSIDERATION TO PARTICIPATE REQUIRE THE FOLLOWING SIGNATURES:

High School Principal: \_\_\_\_\_ Date: \_\_\_\_\_

High School Counselor: \_\_\_\_\_ Date: \_\_\_\_\_

**Please attach your High School transcript to this application as a single unit. Incomplete applications will not be processed.**

Parent and or Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

**(Note: College courses may include material that is of an adult and/or sensitive nature.)**

CCC Enrichment Counselor: \_\_\_\_\_ Date: \_\_\_\_\_

CCC V.P. of Instruction or Student Services (if needed): \_\_\_\_\_ Date: \_\_\_\_\_

## ONLY THE HIGH SCHOOL MAY FILL IN THE FOLLOWING INFORMATION:

High School GPA (minimum cumulative 2.50 GPA): \_\_\_\_\_

Student is meeting minimum minutes per day in high school:  Yes  No

Student is authorized to take one or two classes:  One  Two

Student is taking class(es) for high school credit (**CUSD will not award dual credit**):  Yes  No

Completion of this application is for consideration for approval into the college enrichment program only. Upon approval of this application, this form must be submitted to the CCC Counseling Office.

**A new application is to be completed each semester the student plans to attend.**



# SCCCD - Clovis Community College Educational Enrichment Program – Student Application Checklist

## APPLICATION REQUIREMENTS

**Student:** Please read & initial next to each application requirement

REQUIREMENTS	STUDENT'S INITIALS
I have obtained all the appropriate signatures for my application, which include Parent and or Guardian, High School Counselor, and High School Principal.	_____
I have attached a copy of my current High School transcript with my application.	_____
I have listed on my application the specific class(es) I wish to enroll in (Please work with your high school counselor to determine which courses are appropriate for your educational goal).	_____
I have completed and signed The Family Educational Rights and Privacy Act (FERPA) form.	_____
I have completed my State Center Community College District Application for Admissions online.	_____
I have submitted my complete enrichment packet to the CCC Counseling Department. I understand that submitting this packet this does not guarantee my acceptance to the State Center Community College District, nor does it guarantee me in a seat for the class(es) I have identified on my educational enrichment application.	_____

**Additional information is provided under “Special Admittance Policy”**



# SCCCD - Clovis Community College Authorization to Release Student Information (FERPA) Form

## STUDENT INFORMATION

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Student ID #: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Street Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

I authorize the release of all information concerning my **educational and financial records** to the individual(s) listed below. I understand that if I choose to cancel this authorization, I must provide a written notice to the Admissions and Records Office. This does not affect any information released by the district prior to receipt of the cancellation. If I wish to have my educational and financial records released to any other person(s) after this date, I must complete a new FERPA release form.

NAME	RELATIONSHIP	SSN (LAST 4 DIGITS)	PHONE NUMBER

Before any of your student information is released, the above person(s) must be able to verify their relationship to you, the last four digits of their own social security number, and all of the following information about you:

- Full name
- Current Mailing Address
- Social Security number
- Date of birth

By signing this document, you consent the release of your educational and financial information to the individuals listed above. This consent applies to educational records that may otherwise be protected under the Family Educational Rights and Privacy Act (FERPA) of 1974, as amended by, 20 U.S.C. 1232g.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

***If this form is mailed or faxed in, it must be accompanied with a government issued photo ID with student's signature.***



# SCCCD - Clovis Community College Educational Enrichment Program - Special Admittance Policy

## THE FOLLOWING PAPERWORK AND APPLICATION STEPS APPLY TO:

- Students below 10th grade (Sophomore) status;
- Students who are underage (14 years of age or younger); including underage juniors and or seniors;
- Students below the minimum 2.5 (Juniors and or Seniors) or 3.0 (Sophomores) cumulative GPA requirement;
- Students who have received a “D”, “F”, “Incomplete”, or “NP” grade in a prior enrichment course;
- Students requesting more than 2 courses

## SPECIAL ADMITTANCE PETITION REQUIREMENTS:

1. The Clovis Community College Educational Enrichment Application & State Center Community College District Admissions Application (online)
2. Letter of recommendation from school principal and counselor addressing specifically how the student has demonstrated adequate preparation and how the student has exhausted all opportunities for the course at his or her school of attendance.
3. Letter from parent addressing how class benefits the student and addressing safety and transportation issues.
4. Special Admittance petitions are submitted directly to the Clovis Community College Vice President of Student Services for review. A meeting including the parent, student, and Vice President of and Student Services may be required.

## QUESTIONS REGARDING SPECIAL ADMITTANCE POLICY:

Please direct questions to the Clovis Community College Vice President of Instruction and Student Services:

### **Marco De La Garza**

Vice President of Student Services

State Center Community College District – Clovis Community College

Phone: (559) 325-5200

Email: [marco.delagarza@cloviscollege.edu](mailto:marco.delagarza@cloviscollege.edu)

Office Location: Clovis Community College Campus