

CONCURRENT ENROLLMENT PERMISSION FORM

Butte College Student ID Number

The completion of this form is required for any student that is currently enrolled in high school (or lower grade) and/or perusing a high school diploma or equivalent. This includes students attending adult education programs.

NAME: _____

BIRTH DATE: _____

EMAIL: _____

PHONE: _____

CURRENT SCHOOL OF ATTENDANCE: _____

PROPOSED COURSES (Registration and enrollment will be restricted to the courses listed below:)

Course Number (e.g. CSL 20, LM 40)	Units	*Criteria/ Rationale (See Below)	K-12 Counselor Approval (Initials)	Butte College Approval (Initials)
EDUC 310 (Tutoring Service)	0	1 2 3		
		1 2 3		
		1 2 3		
		1 2 3		
		1 2 3		
		1 2 3		
		1 2 3		

- *Check the corresponding number(s) to indicate which criteria apply to each proposed course.
1. The course is required for the continued advancement of the student's educational program.
 2. The course enhances the student's program of study as it relates to his/her educational goals.
 3. The course enriches the student's educational experience in ways not available within the District's curriculum.

PRESENT GRADE LEVEL IS (Check One): K-8___ 9___ 10___ 11___ 12___ Adult Education ___

ENROLLMENT IS FOR (Check One): Fall___ Winter___ Spring___ Summer___ 20___

_____ Check here if currently eligible for special education services and/or accommodations.

Principal's Acknowledgement, Recommendation & Certification of Courses: I certify that the above student is attending a minimum day at my school, has adequate preparation for the above recommended course(s), and has exhausted all opportunities to enroll in an equivalent course(s) in my school. I further certify that not more than five percent of the students of any one grade level will be recommended for concurrent enrollment for summer term as mandated under Ed Code Section 48800.

We consent to the above recommendation:

K-12 PRINCIPAL OR ADULT ED. MANAGER SIGNATURE: _____ DATE: _____

K-12 COUNSELOR SIGNATURE: _____ DATE: _____

PARENT/GUARDIAN SIGNATURE: _____ DATE: _____
(Required if student is under the age of 18)

I authorize Butte College to release transcripts to the above-mentioned school:

STUDENT SIGNATURE: _____ DATE: _____

DATE: _____ APPROVED___ DENIED___ BUTTE COLLEGE REPRESENTATIVE SIGNATURE: _____

School Relations
 schoolrelations@butte.edu
 530.895.2511 Phone
 530.895.2962 Fax



Butte College

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CONCURRENT ENROLLMENT PERMISSION & REGISTRATION PROCESS

1. **Consult** with your parent/guardian(s), and/or your school counselor/principal and/or adult education manager to see if you'd be a good candidate.
2. **Apply** online at <http://www.butte.edu/admissions/apply.html> It is recommended that you do not use your high school email address when creating your account.
3. **Math Placement:** Concurrent enrollment students are eligible for Math 4, 5, 11, 18, 110, 116, 118, and 124. If wanting to enroll in Math 12, 13, 20, 26 or 30 you must attach a high school or college transcript to the Concurrent Enrollment Permission Form showing that the prerequisite has been met. Visit www.butte.edu/assessment/ to review the math prerequisites.
4. **English Placement:** Concurrent enrollment students are eligible for English 2 or 3. We recommend you visit www.butte.edu/assessment/ to review your options.
5. **Prerequisites:** Many courses offered through Butte College have some type of prerequisite. These are used to establish and student's readiness for the content to be covered within a course. A list of prerequisites can be found at www.butte.edu/assessment/
6. **Complete and Submit the Concurrent Enrollment Permission Form**
Forms are available at www.butte.edu/services/highschool/concurrentenrollment

Consult with your school counselor/principal or adult education manager to select courses and obtain appropriate signatures. It is advisable to select alternate courses in the event that the courses you select are full. Completed forms can be submitted by the posted deadline the following ways:
 - **Fax** to (530) 895-2962
 - **Scan/Email** to schoolrelations@butte.edu
7. **Registration:** Once you have received confirmation that your permission form has been processed, proceed with your registration via Butte College's online MyBC portal. View the Butte College website to obtain the date and time for your registration. Concurrent enrollment is limited to **11 units maximum** in the Fall and Spring terms, **10 units maximum** in the Summer term, and **4 units maximum** in the Winter term.
8. **Fees:** Enrollment and service fees are waived for concurrent enrollment students. Course material fees and textbooks are not currently waived and may be an additional charge.
9. **Attending Class:** Students are responsible for complying with the rules and regulations of the college and follow the Butte College academic calendar.
10. **Transcripts:** At the end of each term official transcripts will be mailed to your school for evaluation. If you would like to request transcripts for your personal use complete a Transcript Request Form at www.butte.edu/admissions

CAMPUS, FEDERAL AND STATE REGULATIONS FOR CONCURRENT ENROLLMENT

- The Family Educational Rights and Privacy Act (FERPA) protects privacy of a student's educational records by placing limits on whom may have access to the records, what information may be shared or disclosed, and how that information may be used. Butte College complies with FERPA and has strict policies and procedures in place governing student records. Because Concurrent Enrollment students are considered college students (even if underage), Butte College does not permit access to their educational records or disclose information to anyone (including parents/guardians).
- The law limits the number of concurrent enrollment students enrolled in each section of a physical activity class. Approval for concurrent enrollment in a physical education class does not guarantee you will be selected to enroll in that class.