



Concurrent Enrollment Application Packet

What is Concurrent Enrollment?

Concurrent Enrollment (CE) is a program for high school sophomores, juniors, and seniors to earn college credit. Students may enroll in up to 8 units per term.

California high school students in the CE program do not pay for registration fees or tuition for the courses.

All students, regardless of their residency and personal health insurance, will be required to pay the Student Health Fee. The Student Health Fee is \$21.00 during the fall and spring semesters; \$18.00 during the summer sessions. There is no health fee during the winter session. In addition to the health fee, all students will be required to pay the Representative Fee of \$2 per semester.

Where do I Submit my Completed CE Application?

Students must convert their completed CE packet into a PDF file and email it to wvc.outreach@westvalley.edu.

When is the Earliest I can Register for Classes?

Students will be issued an online registration date based on their graduation class year. See the Outreach website Concurrent Enrollment tab at <https://www.westvalley.edu/admissions/outreach/#tabs-2> for current registration dates.

How do I Become a CE Student?

1. Complete an online application at westvalley.edu click Begin Your Application.
 - a. Create an OpenCCCApply account. You will receive a CCC ID# (ex: AF861972) via email; this is **not** your College ID#.
 - b. Using your CCC ID#, log into OpenCCCApply and complete the West Valley College Application.
 - c. You will receive your West Valley College ID# (ex: G08100081) via email. You will need this number moving forward. Please check your SPAM folder if you do not see this email in your inbox.
 - d. *Email the WVC Admissions Office if you do not receive your ID number within 24 hours, askwvc@westvalley.edu.* Include your name, confirmation number, a photo of a picture ID, and birthdate.
 - e. A new CE application packet along with a WVC application is required each term.
2. Complete the CE and Parental Consent for Treatment of Minor Forms.
3. Students wishing to enroll in Math or English classes must complete the Guided Self-Placement at <https://web.wvm.edu/placement-tool-wv>
4. Review class offerings. You can find our Class Schedule online, westvalley.edu/schedule.
 - a. Classes numbered 900 and above (basic skills) and Kinesiology (PE) are NOT available.
5. Meet with your high school counselor and have your courses approved. Your counselor must sign on page 2. **Attach an unofficial high school transcript.**
6. **Home schooled students** are required to submit a copy of their affidavit and an unofficial transcript.
7. Clear your prerequisites: Check the Class Schedule to see if your class requires a prerequisite, prior to your registration date; email your unofficial high school transcript and/or AP scores and/or college transcript to wv.assessment@wvm.edu. Write your WVC ID number and the course you want to take on all your documents. Questions: email the Assessment Office at wv.assessment@wvm.edu.
8. Check to see if your classes have space: westvalley.edu/schedule
9. Students will be required to pay for any books, supplies, lab fees, and testing fees associated with the class.
10. CE forms (R40) from other colleges will **not** be accepted.
11. A photo ID is required to submit your CE packet. You may use a high school ID or any government issued ID. We do not accept a photo of an ID on a phone.
12. Incomplete CE packets will **not** be accepted.



West Valley College – Concurrent Enrollment Program Application

Office Use Only:
Received by: _____

Date: _____

Student Information:

Last Name: _____ First Name _____

West Valley College ID: GO _____ Phone number: _____

Email: _____ Date of Birth: _____

High School _____ Graduating Class of: _____

Course Selection: Must be authorized by a principal or counselor.

Students meet with your high school counselor to select and have your courses approved. Applications with no courses listed will **not** be accepted. **Don't forget to attach an unofficial copy of your high school transcript.**

Semester: ☐ Fall ☐ Winter ☐ Spring ☐ Summer Year _____

Example: Course: Math001 CRN: 52108 Units: 4 High school credit: ☒ Yes ☐ No

Choice 1: Course: _____ CRN: _____ Units: _____ High school credit: ☐ Yes ☐ No

Choice 2: Course: _____ CRN: _____ Units: _____ High school credit: ☐ Yes ☐ No

Choice 3: Course: _____ CRN: _____ Units: _____ High school credit: ☐ Yes ☐ No

Choice 4: Course: _____ CRN: _____ Units: _____ High school credit: ☐ Yes ☐ No

Choice 5: Course: _____ CRN: _____ Units: _____ High school credit: ☐ Yes ☐ No

Signatures & Authorizations:

Student:

I have reviewed the CE information (westvalley.edu/outreach under Concurrent Enrollment tab) with my parent/guardian and my high school counselor. I understand all of the CE information and that I am limited to 8 units per semester.

Check one that applies:

☐ I grant permission to my parent/guardian/other to conduct business on my behalf.

Name of parent/guardian/other: _____

☐ I do not grant permission to my parent/guardian/other to conduct business on my behalf.

Student Signature: _____ Date: _____

Parent/Guardian (even if student is 18 years of age)

I have reviewed the CE information with my student (westvalley.edu/outreach under Concurrent Enrollment tab). I understand my student will be attending a college level course with other college students. I understand that I will not have access to grades or other confidential information without my student's consent. By signing below, I give consent to my student to enroll in a West Valley College course(s).

Check one that applies:

☐ I understand that my student **has** granted me permission to conduct business on his/her behalf.

☐ I understand that my student has **not** granted me permission to conduct business on his/her behalf.

Parent/Guardian Signature: _____ Date: _____

High School Counselor/Academic Advisor:

I recommend that the above student enroll at WVC in no more than 8 units. I understand that the student will not be able to enroll in any courses if the course selection is left blank. I certify that the enrollment into WVC does not exceed 5% statutory limit for summer session.

Oct 2019 Counselor/Advisor Signature: _____

Phone: _____ Date: _____

First Name: _____

Office Use Only. Last Name: _____



Student Health Services
Parental Consent for Treatment of Minor

I authorize my minor child to be treated by and/or participate in the services and activities being provided at the West Valley College Student Health Center. In case of an emergency please provide first aid or send my child to an emergency facility. I realize that West Valley College (WVC) cannot assume responsibility for the payment of expenses incurred. **This form is considered valid through subsequent enrollments at WVC until the student reaches the 18th birthday, so long as the information given above remains the same.** It is the responsibility of the parent/guardian to update any changes.

Student's Name	Date of Birth	WVC Student ID #
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Local contact information in case of illness or injury **if parent cannot be reached** is:

Local Contact Name	Relationship	Local Contact Phone #
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Student's Physician Name	Physician Phone #
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Student's Dentist Name	Dentist Phone #
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Student's Medical Insurance	Subscriber #
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Medical History

1. Please list any medical conditions we should know about in an emergency.

2. Are there medications the student takes regularly? ☐ Yes ☐ No

Please List: _____

3. Does the student have any allergies to medications or other substances? ☐ Yes ☐ No

Please List: _____

Parent Signature	Date Signed	Parent's Phone #
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Parent's Address	City and State	Zip Code
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Return with Concurrent Enrollment Application Package.

PARENT INFORMATION

Information for High School Students with Disabilities Enrolled in College Courses

Accommodations for a Disability:

High School students with disabilities who are enrolled in college courses register with the West Valley College Disability and Educational Support Program (DESP) to request reasonable accommodations for their college course by following the steps below.

A key difference between how accommodations are implemented in college courses versus high school courses is the degree of initiative required of the high school student enrolled in college courses. High school students follow the steps below to complete an *Academic Accommodation Plan* in an interactive discussion with a DESP counselor. Students then must request the accommodations that they wish to implement in their courses. This is done every semester in which students are enrolled in West Valley College courses. Instructors are then notified of their students' approved accommodations. Certain accommodations such as alternative testing require that the student log on to DESP Online Services to schedule quizzes and tests.*

*If college courses are offered at locations other than the main campus, accommodations may be arranged directly with the instructor. DESP counselors will discuss options with students during their intake meeting.

Steps:

1. Complete online registration at DESP Application
<https://andes.accessiblelearning.com/WestValley>
2. Upload documentation of disability, eg IEP, 504, physician's verification
3. Make appointment with a DESP counselor to complete program registration.
408-741-2010
4. Request approved accommodations for your course at DESP Online Services
<https://andes.accessiblelearning.com/WestValley/>
5. If you and your instructor agree that you will take your exams in the DESP Test Center, schedule your test at DESP Online Services
<https://andes.accessiblelearning.com/WestValley/>

DESP contact information: The DESP office is located in the Student Services Center (SSC); their phone number is (408) 741-2010 (voice) or (408) 741-2658 (TTY). Information about their services can be found at www.westvalley.edu/desp/