

## HIGH SCHOOL / COMMUNITY COLLEGE ENRICHMENT PROGRAM

### Program Overview

The High School/Community College Enrichment Program provides opportunities for a limited number of eligible high school students, with a **Junior or Senior status** (exceptions may be considered: see Special Admittance Policy referred in High School Enrichment Checklist), to earn community college credit at Fresno City College while still attending high school.

Enrichment Program students must spend a minimum of 180 minutes on the high school campus. The Enrichment Program application includes a place for the high school to verify that the minimum day requirement is being met. **The application must include the specific classes which the high school is authorizing for each student to enroll.**

All high schools must file a copy of their Board of Trustee's resolution authorizing participation in the program with the Fresno City College Vice President of Student Services. The resolution can cover an extended period of time or be reviewed on a yearly basis, at the Board's discretion.

### Enrichment Program Eligibility

Enrichment Program students are considered *provisional students* and therefore must apply for admission and complete an Enrichment Program Application packet each semester (fall, spring, or summer) he/she wishes to enroll at Fresno City College. Student must meet the following minimum eligibility requirements:

- Currently a Junior or Senior; or
- Will be in Junior status in the fall (for summer applicants); and
- A cumulative high school GPA of 2.50 or higher (excluding PE and military science); and/or
- Returning Enrichment student who has successfully completed course(s) with a C or better.

If you believe you meet the program minimum eligibility requirements, your next steps will be:

- **Complete the online State Center Community College District (SCCCD) Admission Application, select Term 2014 ENRICH.**
- **Obtain a Fresno City College (FCC) Enrichment Program Application packet from your high school counselor, or FCC College Relations Office, or online at [www.fresnocitycollege.edu](http://www.fresnocitycollege.edu).**
- **Meet with your High School Counselor to select the appropriate course(s) you wish to enroll in.**
- **Submit the completed Fresno City College Enrichment Program Application packet with the high school transcript prior to the start of the semester.**

### Special Admittance Policy

A student who does not meet the Enrichment Program eligibility requirements listed above, **must** submit letters of recommendation from high school counselor and parent/guardian. The letters are to be addressed to the Vice President of Instruction, Dr. Timothy Woods, and included with the Enrichment Program Application packet.

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### Step 1 – Application

Effective for spring 2014, the State Center Community College District (SCCCD) admission application will be available online October 1<sup>st</sup> for spring semester and April 1<sup>st</sup> for summer and fall semesters.

- Complete online SCCCAD Admission Application, select Term 2014 ENRICH.
- Obtain the Fresno City College (FCC) Enrichment Program Application packet. The Packet is available online, at your high school counseling office, or can be picked up at the College Relations Office (ST-111), Student Services building downstairs.
  - Packet includes:
    - Student Application Checklist
    - FCC Enrichment Program Application
    - CSU General Education Requirements
    - IGETC General Education Transfer Curriculum
    - FERPA Form

### Step 2 – Meet with High School Counselor

Your high school counselor ***must assist you in your selection of requested course(s)***. Enrichment Program students will be allowed to enroll in a maximum of two (2) courses in a given semester (fall, spring, or summer) not to exceed more than 11 units within the following categories:

#### Satisfy Course Eligibility

***Enrichment Program students will be required to meet pre-requisite and co-requisite requirements of the college level coursework. Completion of the FCC English and Math Placement Tests help determine if the pre-requisite or co-requisite has been satisfied. You can find the Placement Test schedule online at <http://www.fresnocitycollege.edu/assessmentcenter>. Certain high school coursework may be accepted as meeting prerequisite criteria. Please check with your high school counselor for possible exemptions.***

- Lower Division CSU / UC General Education Transfer courses (1-99 course number)
- College Level Occupational course leading to a degree or certificate (list provided)  
*\*\*For a complete list of Fresno City College majors leading to a degree and/or certificate go to the FCC Counseling Department web page at <http://www.fresnocitycollege.edu/counseling> and click on Major Requirements.*
- **Summer Enrollment exceptions:**
  - **Senior status only:** Remedial/Basic Skills English or Math (100-199 course numbers) to assist the student who has not passed the CASHEE.
  - Student has exhausted all opportunities to enroll in an equivalent course at his or her high school of attendance.

#### ***Special Admittance:***

##### Required Letters of Recommendation

1. Letter of recommendation from high school counselor addressing specifically:
  - a. How the student has demonstrated adequate preparation, and
  - b. How the student has exhausted all opportunities for the course at his or her school of attendance.
2. Letter from Parent/Guardian addressing how the course(s) will benefit the student as well as the means of transporting the student to and from campus.
  - a. *For safety reasons, Enrichment students are expected to be on campus shortly before class and leave immediately after class. Also, indicate if the high school student will be attending the class with someone who is 18 years or older.*

Upon review by the Vice President of Instruction, the applicant and/or parent will be notified by the College Relations staff regarding the decision.

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**Step 3 – Submit Completed Application Packet**

The Enrichment Program application packet must be submitted to the FCC College Relations Office **one week prior** to the start of the semester the student is wishing to register in. A complete application packet must include the following documents:

- Student Application Checklist.
- Completed Enrichment Program Application
  - Selected FCC courses and section numbers.
  - High School Counselor signature.
  - High School Principal signature.
  - Parent/Guardian signature.
- Current High School Transcript.
- Completed FERPA form (optional).
- FCC Placement Test Results (if appropriate).
- Special Admittance letters if appropriate.

*We are unable to process an incomplete application and it is the student's responsibility to ensure the packet is complete upon submission.*

A complete application packet will be reviewed by the FCC Enrichment program counselor for final approval, with the exception of Special Admittance applications. Once the counselor review is complete, the student will be contacted by the College Relations staff as to the status of his/her application. ***Special Admittance applications will be sent directly to the Vice President of Instruction for review and final decision.***

Please allow 3 to 5 business days for final approval of Enrichment Program applications.

**Step 4 - Registration**

***Enrichment Program students may register for the identified class(s) on the High School Enrichment Program upon approval from the FCC Counselor.*** Enrichment program students **must register in person** at the Admissions & Records office during the "OPEN" Registration.

Enrichment Program students will not be charged enrollment, health or student representation fees; however, students will be responsible for the cost of books and supplies.