



**CUESTA COLLEGE**  
 Registration Services  
 (805) 591-6225 phone  
 (805) 591-6370 fax  
 ncchelp@cuesta.edu

**SPECIAL PART-TIME ENRICHMENT  
 GRADES 9-12  
 PERMIT TO ENROLL**

This Permit to Enroll is to be completed by the student and authorized by their principal and parent/guardian to concurrently enroll at Cuesta College. Please refer to the back side for Special Part-time Enrichment policy and registration directions. Allow two (2) days processing for data entry of approved courses from Permit to Enroll, which can be confirmed in *myCuesta* under "Registration Status." Before submitting this form, the student must:

- **Apply online at [www.cuesta.edu/apply/](http://www.cuesta.edu/apply/)** (Required every term Enrichment student plans to attend.)
- **Confirm age limit prerequisite has been met for course(s) as of the start of term.**
  - *Attach Petition for Enrollment in Age-Restricted Courses if approved.*  
*(It is the student's responsibility to obtain instructor approval on age-restricted course petition.)*
- **Home schooled students must attach a copy of a current Private School Affidavit.**
- **Complete prerequisite requirements and request prerequisite clearance.**

This permit does not register a student nor guarantees a seat will be available in courses requested at the time of registration.

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ M.I. \_\_\_\_\_ Cuesta Student ID Number 9 \_\_\_\_\_

**Circle Grade Level:** 9<sup>th</sup> 10<sup>th</sup> 11<sup>th</sup> 12<sup>th</sup> \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ ( \_\_\_\_\_ ) \_\_\_\_\_  
 Birthdate Student Contact Phone Number

**High School Counselor Name:** \_\_\_\_\_ Sheridan/Smith \_\_\_\_\_

Morro Bay High School \_\_\_\_\_ ( 805 ) 771 - 1845 \_\_\_\_\_  
 School Name (Please list city/state if outside San Luis Obispo County) School Phone Number

**Type of School:**  Public High School  Private School  Home School (Please attach affidavit)  
 Private Tutor (Please attach teaching credential)  Other: \_\_\_\_\_

**Select Term:**  Fall  Spring  Summer **Select Year:** 20 \_\_\_\_\_

List both desired and alternate courses in case a class is closed, cancelled, or a prerequisite is not met. Specify subject and course number. Kinesiology (Physical Education) activity courses are not allowed.

*Subject Number	Course Title	Credits	Check Age Prerequisite*
<i>Example:</i> HIST 207A	History of the United States	3.0	Age minimum: _____ Will be age as of start of term? <input type="checkbox"/> Yes
			Age minimum: _____ Will be age as of start of term? <input type="checkbox"/> Yes
			Age minimum: _____ Will be age as of start of term? <input type="checkbox"/> Yes
			Age minimum: _____ Will be age as of start of term? <input type="checkbox"/> Yes
			Age minimum: _____ Will be age as of start of term? <input type="checkbox"/> Yes
			Age minimum: _____ Will be age as of start of term? <input type="checkbox"/> Yes
<b>Maximum of 11.999 credits per semester and maximum 9.0 credits for summer session.</b>			* <a href="http://www.cuesta.edu/student/documents/admissions_records/ageLimit.pdf">http://www.cuesta.edu/student/documents/admissions_records/ageLimit.pdf</a>

**Parent, Student, Principal – please read the following information carefully and approve below:**

By entering a college environment, students who are minors will be exposed to a diverse population in educational programs designed for the adult learner that may involve sensitive topics that might be considered controversial or offensive in the secondary school setting. Students also have open access to the Internet on campus computers and access to family planning (pregnancy testing, HIV testing, condoms) in the Health Center.

All college coursework is governed by the Family Education Rights and Privacy Act which allows release of academic information, including grades, to the student only – regardless of age. Academic information is not released to parents or third parties, in-person or by phone, unless consent is authorized by the student via FERPA Release Form available in *myCuesta* Student Quick Links under Forms.

If a class does not meet at its scheduled time (i.e. cancelled class or ends early), Cuesta College does not inform parents or guardians nor will staff or the instructor assume responsibility for students once a class is released.

I have read the above and authorize part-time enrollment at Cuesta College:

**X** \_\_\_\_\_  
 Student's Signature Date

**X** \_\_\_\_\_  
 \*Authorized Designee or Principal's Signature Date

**X** \_\_\_\_\_  
 Parent or Legal Guardian's Signature Date

**OFFICE USE ONLY** Date received: \_\_\_\_\_

Check the following:

\_\_\_\_\_ Applied (SAAADMS) \_\_\_\_\_ No KINA Classes

\_\_\_\_\_ Check Term \_\_\_\_\_ Approval Signatures

\_\_\_\_\_ SOAHSCH update High School

Registration Aide Initials: \_\_\_\_\_

Date entered (SFASRPO): \_\_\_\_\_

\*Authorized signatory designees have been submitted by school's Principal to Cuesta College.

**EDUCATIONAL ENRICHMENT OPPORTUNITIES\*  
FOR STUDENTS IN HIGH SCHOOL**

The following guidelines for Special Part-time Enrichment Students have been established for students enrolled in Grades 9-12 that wish to concurrently attend Cuesta College.

REQUIREMENTS	Students Enrolled in Grades 9-12
Admission Application	Required every term. Apply online at <a href="http://www.cuesta.edu/apply">www.cuesta.edu/apply</a> .
Approved Permit to Enroll	Required every term.
Parental/Guardian Consent	Required.
Principal's Consent	Required. Principal may authorize a designee to sign on their behalf – contact <a href="mailto:register@cuesta.edu">register@cuesta.edu</a> for authorization form.
Additional Requirements	<ul style="list-style-type: none"> <li>▪ Affidavit if home schooled OR</li> <li>▪ Copy of tutor's teaching credential if privately tutored</li> </ul>
Maximum Credits Allowed	<ul style="list-style-type: none"> <li>▪ Fall/Spring semester: 11.999 credits maximum allowed.</li> <li>▪ Summer Session: 9.0 credits maximum allowed.</li> </ul>
Full-Time Enrollment	Not allowed.
Kinesiology Classes Allowed?	No, Kinesiology (Physical Education) activity courses are <b>not</b> considered "advanced scholastic" study.
Prerequisites must be completed prior to registering.	<ul style="list-style-type: none"> <li>• Course prerequisite requirements must be met for specified math, English, and science courses or the student will be blocked from registering. View prerequisite information at: <a href="http://www.cuesta.edu/student/getstarted/prerequisites/prerequisite_clearance_forms.html">http://www.cuesta.edu/student/getstarted/prerequisites/prerequisite_clearance_forms.html</a></li> <li>• Age restrictions have been imposed on specified courses. Student must be of required age prior to the start of the term or will not be allowed to register. View Age-restricted courses at: <a href="http://www.cuesta.edu/student/documents/admissions_records/agelimit.pdf">http://www.cuesta.edu/student/documents/admissions_records/agelimit.pdf</a> A "Petition for Enrollment in Age-Restricted Courses" must be approved and submitted.</li> </ul>
Auditing Courses	No. Enrichment students may <b>not</b> audit courses and may not appeal to audit.
All Fees Waived?	No. Only the enrollment fee and Student Representation fee are waived. Students pay other registration fees, which include course **non-resident tuition, material fees, health fees, student center fees, parking permit, and ASCC Student ID Card fees, if applicable. Fees are posted online at: <a href="http://www.cuesta.edu/student/aboutmoney/cashier/fees.html">http://www.cuesta.edu/student/aboutmoney/cashier/fees.html</a>
Priority to Register?	No. Enrichment students are considered specially-admitted students and require an application and Permit to Enroll every term they wish to attend. Enrichment students do not qualify for priority to register as a new or continuing college student.

- ◆ Students may apply and submit their Permit to Enroll beginning:
  - April 1 for the summer session.
  - November 1 for the fall term.
  - October 1 for the spring term.
- ◆ Students receive an email from the Admissions Office when their application is received. The email provides the student's *myCuesta* login and Cuesta Student ID number. Students register on-line in *myCuesta* ([my.cuesta.edu](http://my.cuesta.edu)) or may attend walk-in registration (photo ID required). Refer to the online class schedule (PDF) for walk-in registration dates and times scheduled the week prior to the start of the term.
- ◆ Enrichment students may confirm their date/time to register and Permit to Enroll approved courses in *myCuesta* under "**Registration Status.**" Allow two (2) days for input of Permit to Enroll approved courses.
- ◆ Once the student passes the California State Proficiency Exam or equivalent, receives a high school diploma, passes the G.E.D., or reaches the age of 18, the student must submit an application for the following term indicating his/her new educational status to be classified as an incoming first-time college student.

**\* EDUCATIONAL ENRICHMENT OPPORTUNITIES:**

Cuesta College interprets "advanced scholastic", or enrichment, coursework as:

- ◆ meeting Cuesta College associate degree requirements, excluding preparatory English and math; or
- ◆ higher levels of math, language, or science that are not offered within the student's school; or
- ◆ transferable to a four-year institution; or
- ◆ not available to the student from a school within their district.

Non-transferable and kinesiology (physical education) activity courses are the types of courses that would *not* be considered "advanced scholastic" in nature. Vocational courses are those that teach and develop specific skills and most often relate to job preparation. These courses would also be interpreted as enrichment if not available to the student within the student's school or from a school within their district.

\*\*Non-resident students, currently attending a California high school, may apply for an exemption available at: [http://www.cuesta.edu/student/documents/admissions\\_records/dualenroll\\_nonres\\_exemption.pdf](http://www.cuesta.edu/student/documents/admissions_records/dualenroll_nonres_exemption.pdf)

# Request for Substitute Credit

For families of students requesting to take course(s) outside of MBHS/SLCUSD to fulfill graduation requirements.  
(e.g. BYU Independent Study, Cuesta College, Hancock College, or other UC/CSU approved programs.)

I, \_\_\_\_\_, parent or guardian of \_\_\_\_\_, request to substitute the course(s) indicated below for course(s) offered at Morro Bay High School. In doing so, I understand and/or agree to following conditions in order for the course to be use as a substitute:

Initials:

\_\_\_\_\_ Substitute courses must be approved by Morro Bay High School

\_\_\_\_\_ Approval for substitute course may take up to two (2) weeks, depending on whether it has been previously approved.

\_\_\_\_\_ Parents and students are responsible for monitoring student progress.

**PLEASE NOTE\*\*\*:** If the student drops or does not pass a substitute course needed to fulfill graduation requirements during their senior year, the student will not graduate with their class nor be able to participate in the graduation ceremony in June. It is the student's and parent's responsibility to notify their MBHS Counselor if this situation occurs.

Once the course is completed it is the student's and parent's responsibility to submit an official transcript to the MBHS school registrar no later than one (1) week prior to graduation. Students who are Seniors, are advised not to enroll in their last spring semester if the course is needed to fulfill high school graduation requirements.

Junior and Senior students who are enrolled in a Community College Enrichment course or online program are required to be enrolled a minimum of five (5) classes at MBHS and are only eligible for a reduced schedule while concurrently enrolled in a substituted course (verification of enrollment and consistent attendance required).

Enrollment Deadlines	Substitute and Enrichment Forms Deadline	Proof of Enrollment	Official Transcript Submittal Deadline
Fall	May 31	First week in August	January 31
Spring	Nov. 28	December 15	May 31
Summer	May 1	May 31	August 31

Out of District course to substitute:	MBHS required course to be substituted for:

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

\_\_\_\_\_ Date

\_\_\_\_\_ Parent Signature

\_\_\_\_\_ Date

\_\_\_\_\_ Counselor Signature

\_\_\_\_\_ Date

\_\_\_\_\_ Administrator Signature

\_\_\_\_\_ Date