San Marcos High School | Counseling Office

How do I sign up for a class at Palomar College?

1. **Consult with your high school counselor first to discuss what classes you are interested in taking and why.**

   Community college courses may be transferred to SMHS as follows:

   2 – 3 unit college class = 5 high school **elective credits**
   4 – 5 unit college class = 10 high school **elective credits**

   Any class which is fewer than 2 units at a community college may not be transferred to SMHS for credit, except when combined with other related classes with the approval of a counselor and principal's designee.

2. Complete a *Palomar College* on-line *Application* at www.palomar.edu. If you do not have a Social Security number, you can download a paper application at http://www.palomar.edu/admissions/app.pdf.

3. Complete the *Approval For K-12 Student/Graduation Verification of Minor* and *Health Services Consent for Treatment of Minor Student Form* (simply referred to as a "K-12" form).

   Both forms are available to be downloaded online: http://palomar.edu/enroll.htm and are available at the SMHS Counseling office.

   Submit both the K-12 & the Health forms to the Palomar College Admissions Office, 760-744-1150, ext. 2164.

4. If you want to take a math or English class, you must take a placement test at the Palomar College Assessment Center. The placement test is self-paced and is not timed. However, the average time it takes to complete each test is one hour. The test is taken on the computer. The results are good for two years and you can retake the test after one year. Their hours are Mondays through Thursdays, 8:00AM – 5:00PM and Fridays, 8:00AM – 4:00PM. You can call them at 760-744-1150, ext. 2476 or ext. 2383 to schedule a testing time.

5. Review the schedule of classes to find out when and where the classes meet. You will also find important registration information, deadlines for adding and dripping classes, and other information necessary for your success. Schedules are available in the Palomar College Admissions Office, SMHS Counseling Office, SMHS Career Center, at most public libraries in North County, and online: www.palomar.edu.

6. Register for your class on-line at www.palomar.edu

7. You should only be charged for health fees and student center fees. You are expected to pay for your own books, materials fees and, if you will be parking on campus, a parking permit.
   - Semester fee: $19.00 and $1.00 per unit student center fees

8. In order to get your college classes posted on your high school transcript, you need to request an official copy of your Palomar College transcript to be sent directly to: San Marcos High School, 1615 San Marcos Blvd., San Marcos, CA, 92078, ATTN: Registrar (Request that the transcript be sent at the end of the semester, after the college instructor posts your grades.)

Good luck, work hard, and have fun! If you have any questions, just see your counselor! ☺

PALOMAR COLLEGE
K-12 MINOR APPROVAL FORM

(K-12 students will be limited to 7 units in Spring/Fall – 5 units in Summer)

Circle one: Spring Summer Fall Year: _____ Current Grade Level:_____

Student 's SSN:_____ Student's Date of Birth:_____

Palomar I.D. Number:_____ Email:_____ Phone:_____

Student's Name:_____
Last First M.I.

1. The above named student will graduate on _____after successful completion of the requirements has been verified by the high school district.

2. The above named student (please check)
   ☐ is currently attending classes at an accredited private or public school and has district approval to register in classes at Palomar College, so long as they do not conflict with school sessions;
   ☐ is not attending classes at an accredited private or public school, is not truant, and has district approval to register in classes at Palomar College.
   I verify that my school district is recommending the student for advanced scholastic or vocational training.
3. All conditions under Education Code 76001-02 are met. If this recommendation is for summer session classes, this student does not exceed 5% of the total number of pupils who completed the pupil's grade level immediately prior to the time of recommendation

PLEASE PRINT

Name of Counselor/Principal/District Official_____ School Name:_____

Signature of Counselor/Principal/District Official:_____ City:_____

Date: _____

Student's school district official, please complete for students under 16 years of age.

Course requested:_____

Palomar College Instructor signature required for students under 16 years of age.

Instructor signature:_____

NOTE: Some English and math classes require Palomar College proof of eligibility; also some courses have prerequisites or co-requisites, which must be met. The Palomar College catalog and class schedule contain these enrollment conditions. Students under 16 years of age are restricted to courses designed for children. Permission to enroll in other classes rests with the instructor. **The instructor signature above does not authorize admittance into a closed class. If the class is closed, please obtain the instructor signature on a registration form in addition to the signature above.**

Home-schooled Students: Please bring a copy of the Private School Affidavit, which must be filed each year in the fall semester (covers fall, spring, summer) to the Admissions Office. The Private School Affidavit must be filed online at http://www.cde.ca.gov/privateschools/affidavit.html.

Parental Consent: I understand that only the enrollment fees will be waived and I agree to pay all fees as outlined on the K-12 Approval Instructions page.

I understand that my child intends to register in classes which are open to the adult public, **NOT** designed specifically for students under age 18; and that the Palomar Community College District accepts no responsibility or liability for any extraordinary supervision of students, who are less than 18 years of age and who are not high school graduates. I recognize that my child will be considered a college student according to FERPA and that I must show proof of financial support if I am to access my child's records. In the event the student uses a computer, the College is not responsible for content found, read, downloaded, transferred or otherwise manipulated on the Internet. All students regardless of age must abide by the **Guidelines for Student Use of Computers**. I accept responsibility for my child's behavior while he/she is attending a Palomar College class and my child will abide by the Student Code of Conduct.

PRINT Name of Parent/Guardian:_____ Date:_____

Signature of Parent/Guardian:_____

I certify under penalty of perjury that the statements in this form are true and complete to the best of my knowledge. I understand that falsification may result in my student's dismissal.

Approved by Director of Enrollment Services:_____ Date:_____ Units:_____
(Required for any student wishing to exceed these limits: 7 semester units in fall/spring, 5 units in summer)

Palomar Community College District

Authorization to Consent to Treatment of Minor

(I) (We), the undersigned parent(s) or guardian of_____, a minor, do hereby authorize Palomar College Health Services or attending medical personnel as agent(s) for the undersigned to consent to any X-ray examinations, anesthetic, medical or surgical diagnosis or treatment, or hospital care which is deemed advisable by, and is to be rendered under the general or special supervision of, any physician and/or surgeon licensed under the provisions of the Medical Practices Act, California Business and Professions Code 112000 et. seq.; or any X-ray examination, anesthetic, dental or surgical diagnosis or treatment, or hospital care which is deemed advisable by, and is to be rendered under the general or special supervision of, any dentist licensed under the provisions of the Dental Practices Act, California Business and Professions Code § 1600 et. seq.

It is understood that this authorization is given in advance of any specific diagnosis, treatment or hospital care to provide authority and power on the part of our aforesaid agent(s) to give specific consent to any and all such diagnosis, treatment or hospital care which aforementioned physician or dentist, in the exercise of his/her best judgment, may deem advisable. This authorization is given pursuant to the provisions of California Family Code § 6910.

(I) (We) hereby authorize any hospital, which has provided treatment to the above-named minor pursuant to the provisions of California Family Code § 6910, to surrender physical custody of such minor to (my) (our) above-named agent(s) upon the completion of treatment. This authorization is given pursuant to California Health and Safety Code § 1283.

These authorizations shall remain effective until the last day of attendance of the given semester.

Palomar ID#:_____

Student's SSN#:_____

Student's Date of Birth _____/_____/_____

Circle One: Spring Summer Fall Year: _____

Name of Parent/Guardian: _____

Signature of Parent/Guardian: _____ Date: _____/_____/_____

Address: _____

City: _____ State, Zip Code: _____

Home Phone: _____ Work Phone: _____

INSTRUCTIONS FOR K-12 MINOR APPROVAL FORM

COUNSELOR/PRINCIPAL/DISTRICT OFFICIAL: Complete the upper half of this form, including signature. If student wishes to attend Palomar College as a full-time student, completion of the K-12 Minor Unit Petition is also required.

PARENT/GUARDIAN: Complete the lower half of this form, including signature. If student wishes to exceed the unit limitations for K-12 students, completion of the K-12 Minor Unit Petition is also required. Also, complete and sign the Authorization to Consent to Treatment of Minor form. All forms must be turned in **for each semester** before the student attends classes at Palomar College. Please turn the forms in to the Admissions Office.

HOME-SCHOOLED STUDENTS: Please bring a copy of the Private School Affidavit, which must be filed each year in the fall semester (covers fall, spring, summer) to the Admissions Office.
The affidavit must be filed online at http://www.cde.ca.gov/privateschools/affidavit.html.

CONTINUING K-12 STUDENTS: Submit the K-12 Minor Approval Form to the Palomar College Admissions Office to obtain an appointment for registration. Also, complete the Authorization to Consent to Treatment of Minor form. All forms must be turned in to Admissions before attending classes at Palomar College.

NEW/RETURNING/TRANSFER K-12 STUDENTS: Submit the K-12 Minor Approval Form, the Authorization to Consent to Treatment of a Minor **AND** an application to the Palomar College Admissions Office. All forms must be turned in to Admissions before attending classes at Palomar College.

K-12 students admitted under this petition do not have special registration privileges over any other students. All students must follow the established enrollment policy and are expected to abide by the Palomar College Student Conduct Code. Admission to the College does not guarantee enrollment into a class. The final decision as to whether a non-high school graduated minor, under the age of sixteen (16), may be enrolled into a class, rests with the instructor. **Palomar Instructor signature is required.**

K-12 students understand that credit earned is college credit and will be included on the college transcript. Grades earned may affect eligibility for future financial aid.

K-12 students are limited to: 7 units per semester in fall or spring term and 5 units in summer session. A student requesting enrollment in excess of these limits must submit a petition to the Director of Enrollment Services and provide transcripts and written justification. See K-12 Minor Unit Petition form.

K-12 Students are responsible for paying the following fees:

- **Enrollment Fee of $46 is waived** for high school students, under 18 years of age **taking less than 12 units per semester**. **Students taking 12 units or more are responsible for paying the enrollment fee for all units. See K-12 Minor Unit Petition Form.**
- Non-resident/Foreign Tuition $200 per unit*
- Capital Outlay fee of $5 per unit (Non-resident/Foreign Students).
- Health fee of $19 during the Fall/Spring semesters, $16 during the Summer session
- Student Center Fee of $1 per unit to a maximum of $10 per year is charged if the student enrolls in classes at the San Marcos campus.

*High school students who are considered nonresidents of the State of California for educational purposes and who are registered for college credit will be subject to nonresident tuition fees. Education Code Section 68090, Title 3, Part 41,