



## K–8 Petition for Special Admission Information and Requirements

Rio Hondo College provides an opportunity for enrollment in college-level course for credit to qualified K–8 students who would benefit from advanced scholastic work. Before deciding to register for courses it is important to read the information and requirements below.

### GENERAL INFORMATION

1. All college coursework for which a student registers and does not drop prior to the drop deadline(s) will become a permanent part of the student's official college academic history and transcript. Poor grades may have a significant impact on future entrance to college or university of choice, scholarships, financial aid awards, etc.
2. Students not attending the first class meeting **may** be dropped from the course by the instructor. However, it still remains the responsibility of the student to drop a course if they plan not to attend or stop attending.
3. Classes are taught at the college level: students must ensure their maturity level and academic preparation is appropriate. Students are expected to participate in all course activities, including field trips.
4. Group work or class presentations may be expected in class. If required, these activities are required of all students, regardless of age.
5. Students must abide by the Student Code of Conduct and are subject to the Student Disciplinary Policy. All disciplinary incidents become a part of the student's personal history.
6. **Instructors cannot:** inform parents when classes are canceled or when class is let out early; share information about student attendance or performance; or keep a student company while they wait to be picked up.
7. The Family Education Rights and Privacy Act (FERPA) protects every college student's information regardless of age. Neither a parent, family member, nor representative from a student's school may inquire about the student or obtain information about the student's academic performance.
8. Rio Hondo College is an open-access campus. Classes consist of a diverse group of people which may include people from different races, belief systems, citizenship, gender, criminal history, etc.
9. Courses may include frank discussions on sensitive topics. Multimedia presentations may be graphic in their content.
10. Approval for enrollment at Rio Hondo College while a K–8 student, does not guarantee a seat in class. By law, priority is given to college students.

### REQUIREMENTS

11. **Students are limited to one (1) course per term until they have started attending the fall term of their 9<sup>th</sup> grade year.**
12. Students must meet all academic deadlines outlined on the student portal **AccessRIO**. To reveal these dates click on "Academic Calendar" under the title "Important Dates" located on the home tab.
13. Students must clear any prerequisites and meet with a Rio Hondo College counselor for review of placement, if necessary.
14. Students may only register for the class written on the "K–8 Petition for Special Admission" form and approved by their K–8 school.
15. Students are required to submit an application and "K–8 Petition for Special Admission" form each term for which they wish to attend.
16. Students enrolled in a home study program must provide proof that their home study program is registered with the State of California Department of Education.
17. Students who receive a substandard grade or "W" will lose enrollment privileges at Rio Hondo College as a K–8 student.
18. Students must be a California resident to be waived from enrollment fees. If a student is not a California resident, they will be responsible for paying out-of-state enrollment fees.
19. Students are required to include a letter of recommendation from the principal and a current transcript from the school they are currently attending

For more information please contact the Admissions and Records Office at (562) 908-3415.



# K-8 Petition for Special Admission

## STUDENT INFORMATION and ACKNOWLEDGEMENT

Student's Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ RHC Student ID Number: \_\_\_\_\_  
Last First M.I.

Name of School Currently Attending: \_\_\_\_\_ Current Grade Level: \_\_\_\_\_ Student Phone #: \_\_\_\_\_

Semester and Year that you wish to attend Rio Hondo College: Fall 20\_\_\_\_ Spring 20\_\_\_\_ Summer 20\_\_\_\_

### Student Acknowledgement:

I am requesting Rio Hondo College to provide me the opportunity to enroll in a college course and to access programs and services available to all Rio Hondo College students. I understand that I am responsible for knowing and following all college policies and procedures, including those related to academic performance and student behavior as delineated in the college catalog.

I have read and understand the expectations and responsibilities outlined in the packet of information which included this petition and I agree to all conditions.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## SCHOOL PRINCIPAL or DESIGNEE (A recommendation letter from the principal is required.)

### As the school principal or school designee I certify that:

1. The above named student is enrolled for at least the minimum school day (ED 48801);
2. The above named student would benefit from advanced scholastic or vocational work (EC 48800);
3. The course(s) recommended is/are for enrichment purposes (EC 48800).

Courses taken by a K-8 student must be recommended by a school official. Student must clear prerequisite, corequisite, and other registration restrictions in to enroll in the course. The school may recommend more than one course; however, **a K-8 student is only able to enroll in one course each term.**

I recommend the following course(s) for the above named student:

COURSE NUMBER and TITLE	UNITS	COURSE NUMBER and TITLE	UNITS
Example: MATH 160 College Algebra	4		

**NOTE: Courses must be identified PRIOR to signing.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Title: \_\_\_\_\_

Phone Number: (\_\_\_\_) \_\_\_\_\_

\* A letter signed by the principal with a list of approved designees **MUST** be on file at Rio Hondo College Admissions Office.

## PARENT/LEGAL GUARDIAN ACKNOWLEDGEMENT

I certify that I am the parent or legal guardian of the above named student. I further certify I have read the Information and Requirements page and understand the responsibilities and expectations of my child attending Rio Hondo College. I hereby grant my approval for the above named student to attend Rio Hondo College.

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### \*\* FOR RIO HONDO USE ONLY \*\*

**Admissions & Records:** We have received all documents necessary and student is eligible to register:  Yes  No \_\_\_\_\_  
Admissions & Records Personal

**Division Dean:** I have spoken with the student and parent/guardian and authorize the student to enroll in the following course(s); \_\_\_\_\_  
**Note:** A K-8 student can only enroll in one course each term. Course Number and CRN

Dean's Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Course Number and CRN



## K–8 Petition for Special Admission Information and Requirements

### APPLICATION PROCESS

#### Step 1 – Apply online.

- Student **MUST** complete a Rio Hondo College application for each semester they attend until they graduate from high school.
- Upon submission of the online application, the student will receive a confirmation email stating the application has been received, and a second email within four (4) working days which includes their Rio Hondo College student ID number.

#### Step 2 – Log in to your AccessRio and activate your free RioMail email account.

- Go to your **AccessRio** Portal. Log-in instructions are provided on the log-in page. RioMail is a free email account and is considered your official email account. This is where you will receive school updates, waitlist notifications, class/schedule change notifications, and instructor email. You can forward your RioMail messages to another email account that you check regularly.

#### Step 3 – Submit your “K–8 Petition for Special Admission” form.

- Once you have your Rio Hondo College student ID number, complete the “K-8 Petition for Special Admission” **with** your school counselor or principal.
- Obtain a letter of recommendation from your school principal.
- You (the student) and your parent must also sign this form.
- You (the student) must submit **in person** your completed “K–8 Petition for Special Admission” form to the Rio Hondo College Admissions and Records Office. Only completed petitions will be accepted. **You will also be required to show a valid picture ID.**

#### Step 4 – Assessment test required for English, Math, and Reading.

- In order to enroll in Math, English or Reading courses, you will need to take the appropriate placement test(s).
- To make an appointment, email Dual Enrollment at dualenrollment@riohondo.edu with your full name and Rio ID Number.

#### Step 5 – Clear prerequisites.

- Many courses have prerequisites (indicated in the online catalog entry for that course). If the course for which you want to enroll has a prerequisite, you must provide documentation to a Rio Hondo College counselor displaying how the pre-requisite has been met. Please email your transcript to Dualenrollment@riohondo.edu for review.

#### Step 6 – Register for classes on AccessRIO.

- When approved you will register for the approved course on AccessRIO during open registration.
- To register, Log-in to **AccessRIO**, go to the “Registration” tab, and click “Add or Drop Classes.”
- You may only register for the approved class on the “K–8 Petition for Special Admission” form.
- Be sure to check the “Important Dates” on the website for add/drop dates.
- If classes are full, you may be placed on a waitlist. Check your RioMail for waitlist notifications.
- Enrollment and student fees are waived for students attending as a K–8 student. Out-of-state fees are still required for a student is not a California resident.

#### Step 7 – Attend first class meeting.

In order to ensure enrollment in the course and obtain course information, you must attend the first class meeting. If you DO NOT plan on completing the course, **it is your responsibility to drop the course. DO NOT assume you will be dropped for non-attendance.**