

**BP 3010 ADMISSIONS****References:**

Education Code Sections 52620, 52621, 76000, 76001, 76002, 76038, and 78030-78034;  
Labor Code Section 3077;  
34 C.F.R. Section 668.16(p) (U.S. Department of Education regulations on the Integrity of Federal Student Financial Aid Programs under Title IV of the Higher Education Act of 1965, as amended);  
ACCJC Accreditation Standard II.C.6

The District shall admit students who meet one of the following requirements and who are capable of profiting from the instruction offered:

- Any person over the age of 18 and possessing a high school diploma or its equivalent.
- Other persons who are over the age of 18 years and who, in the judgment of the Chancellor or the Chancellor's designee are capable of profiting from the instruction offered. Such persons shall be admitted as provisional students, and thereafter shall be required to comply with the District's rules and regulations regarding scholastic achievement and other standards to be met by provisional or probationary students as a condition to being readmitted in any succeeding semester.
- Persons who are apprentices as defined in Labor Code Section 3077.

The District may deny or place conditions on a student's enrollment upon a finding by the Board or designee that the applicant has been expelled within the preceding five years or is undergoing expulsion procedures in another California community college district, and that the applicant continues to present a danger to the physical safety of the students and employees of the District.

The District shall, in its discretion, or as otherwise federally mandated, evaluate the validity of a student's high school completion. The Chancellor shall establish procedures for evaluating the validity of a student's high school completion.

**Admission**

Any student whose age is 16 or above, or class level is equal to grades eleven or twelve, is eligible to apply as a special part-time student for advanced scholastic or vocational courses.

Any student whose age is 16 or above, or class level is equal to grades eleven or twelve, is eligible to apply as a special full-time student.

The District may consider admission, in extraordinary cases, where a student under the age of 16 demonstrates superior ability and capacity to succeed on college level work.

The Chancellor shall establish procedures regarding ability to benefit and admission of high school and younger students.

**Denial of Requests for Admission**

If the Board of Trustees denies a request for special full-time or part-time enrollment by a pupil who is identified as highly gifted, the Board of Trustees will record its findings and the reason for denying the request in writing within 60 days.

The written recommendation and denial shall be issued at the next regularly scheduled Board of Trustees meeting that occurs at least 30 days after the pupil submits the request to the District.

The Chancellor shall establish procedures regarding evaluation of requests for special full-time or part-time enrollment by a pupil who is identified as highly gifted.

**Claims for State Apportionment for Concurrent Enrollment**

Claims for state apportionment submitted by the District based on enrollment of high school pupils shall satisfy the criteria established by statute and any applicable regulations of the Board of Governors.

The Chancellor shall establish procedures regarding compliance with statutory and regulatory criteria for concurrent enrollment.

Also see BP 3011 Admission And Concurrent Enrollment Of High School And Other Young Students

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**Date Adopted:** November 18, 2008  
(Replaces RCCD Policies 6030/7030)  
**Revised:** April 17, 2012  
**Revised:** June 20, 2023  
**Formerly:** 5010

## **AP 3010 ADMISSIONS**

### **References:**

Education Code Section 76000, 68000  
34 CFR Part 668.16(p) (U.S. Department of Education Regulations on the Integrity of Federal Student Financial Aid Programs under Title IV of the Higher Education Act of 1965, as amended);  
ACCJC Accreditation Standard II.C.6

Students who are high school graduates or the equivalent thereof, or 18 years of age or older, may apply for admission online at [www.rccd.edu](http://www.rccd.edu) or by submitting a paper application. Online applications are processed within 24 hours (weekends and holidays excluded). Paper applications may take up to a week to process. Students receive notification of their admission and information on matriculation procedures required for registration.

Each student, at the time of admission or readmission, is classified according to his/her legal residence. Students self-declare their residency by their answers to questions on the application. If they are determined to be non-residents, they can appeal the decision by submitting a Supplemental Residency Questionnaire to Admissions for change in residence status. Non-residents who meet AB540 criteria can apply for a waiver of non-resident fees.

Non-resident students with a Visa who are applying are referred to the International Student Center for further application procedures based on federal laws.

Students seeking financial aid, who do not have a high school diploma, GED, or have passed the High School Proficiency Exam, must pass the Ability to Benefit test in order to determine eligibility for aid.

The Chief Instructional Officer of the College shall be responsible for evaluating the validity of a student's high school completion if the College or the United States Department of Education has reason to believe that the high school diploma is not valid or was not obtained from an entity that provides secondary school education.

Information about the admission process can be found online at <http://www.rcc.edu/services/admissions/>, in the Schedule of Classes and the Catalog.

Office of Primary Responsibility: Vice Chancellor, Educational Services & Strategic Planning  
Admissions and Records

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Administrative Approval: December 8, 2008

Revised: April 30, 2012

Revised: June 16, 2015 (References only)

(Replaces Regulation 6030/7030)

Formerly: 5010