



Application for Special Admission

Select Application Type: Concurrent High School CAVIAT Dual Enrollment Both CAVIAT and Dual Enrollment

Last Name (Use blue or black ink only)	First Name	Middle Name	Birth Date: Mo/Day/Year	
Mailing Address Street, Apt., Box No.		City	State	Zip
Home Phone ()	Cell Phone ()	E-mail Address		
Emergency Phone ()	Emergency Last Name, First Name, Relationship to Student _____		Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female	

High School Name City State Phone High School Counselor Advisor/Administrator: Signature	Year Applying for: 20____ Term: <input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer Social Security Number ____ / ____ / ____ You will be assigned a student ID. Social Security Numbers will not be used as your student identification number. Completed by High School Counselor/Administrator: Anticipated Graduation Date: _____ Current Grade Level: _____ GPA _____ ACT/SAT Score: _____
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"I attest under penalty of perjury that the following are true."

- In what state do you and your parent/legal guardian(s) claim to be a legal resident: _____
Are you a United States Citizen: Yes No If no, additional documentation may be required.
- Provide documentation that you are lawfully present in the U.S. (High School Synergy Official Transcript with photo and Birth Certificate or Certificate of Indian Blood; or Birth Certificate with high school photo ID, or Certificate of Indian Blood with high school photo ID; or AZ driver's license or AZ identification card; License from all states except: Hawaii, Maryland, Massachusetts, Michigan, New Mexico, North Carolina, Oregon, Texas, Utah, and Washington; or U.S. passport; Permanent resident card, certificate of naturalization/visa with a photo ID (must provide if you are not a US citizen). If you are not lawfully present, you must pay full non-resident tuition.
- If accepted into this course(s) I understand I will be subject to all rules and regulations of Coconino Community College. I authorize the College to release information regarding my enrollment to my high school.

I certify that the information given is complete and accurate to the best of my knowledge. I understand the submission of false information is grounds for denial of admission or immediate suspension if enrolled, and may subject me to criminal charges.

Applicant Signature: _____ Dated: _____

Concurrent and CAVIAT Students Only:

Parent/Guardian Approval: I approve the enrollment of my student at Coconino Community College for the term indicated above. I understand that he/she will be subject to all requirements, policies and procedures in the College Catalog and Schedule of Classes and that he/she will be establishing a permanent college academic record. He/she may be required to report such attendance to future colleges or universities. I have read and acknowledged the Special Admission Requirements on the reverse side of this Application for Special Admission. I authorize the College to release information regarding my student's enrollment to the high school.

Parent/Guardian Signature: _____ Dated: _____

CCC Use Only		
HS2CCC Advisor <input type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> Registration Form is Attached	CCC Registrar <input type="checkbox"/> Approved <input type="checkbox"/> Denied	
Advisor's Signature _____ Date _____	Registrar's Signature _____ Date _____	
Location: FL <input type="checkbox"/> FR <input type="checkbox"/> FS <input type="checkbox"/> GC <input type="checkbox"/> Page <input type="checkbox"/> Tuba <input type="checkbox"/> W <input type="checkbox"/>	Student ID: _____	Entered by: _____
Documentation: Photo ID <input type="checkbox"/> Birth Cert <input type="checkbox"/> HS Photo ID <input type="checkbox"/> HS Trans <input type="checkbox"/> CIB <input type="checkbox"/> Passport <input type="checkbox"/> PR Card <input type="checkbox"/>		Date: _____

Ethnic Origin

- Hispanic or Latino - If you selected this ethnic origin please do not continue below.
 Not Hispanic or Latino - If you selected this ethnic origin please continue below.

Select one or more races to indicate what you consider yourself to be:

- | | | |
|---|---|--|
| <input type="checkbox"/> Asian | | |
| <input type="checkbox"/> Black/African American | | |
| <input type="checkbox"/> Native American/Alaskan | | |
| Native | <input type="checkbox"/> Hopi | |
| <input type="checkbox"/> Ak-Chin | <input type="checkbox"/> Hualapai | <input type="checkbox"/> Salt River Pima |
| <input type="checkbox"/> Cherokee | <input type="checkbox"/> Jicarilla-Apache | <input type="checkbox"/> San Carlos Apache |
| <input type="checkbox"/> Cocopah | <input type="checkbox"/> Kaibab-Paiute | <input type="checkbox"/> San Juan Painte |
| <input type="checkbox"/> Colorado River Indian Tribe | <input type="checkbox"/> Mojave | <input type="checkbox"/> Tohono O'Odham |
| <input type="checkbox"/> Ft. McDowell Yavapai Apache | <input type="checkbox"/> Navajo | <input type="checkbox"/> Tonto Apache |
| <input type="checkbox"/> Gila River Pima | <input type="checkbox"/> Oneida | <input type="checkbox"/> White Mountain Apache |
| <input type="checkbox"/> Havasupai | <input type="checkbox"/> Other Tribal Affiliation | <input type="checkbox"/> Yakima |
| | <input type="checkbox"/> Pascua Yaqui | <input type="checkbox"/> Yavapai |
| | <input type="checkbox"/> Quechan | <input type="checkbox"/> Yavapai Apache |
| | | <input type="checkbox"/> Zuni |
| <input type="checkbox"/> Native Hawaiian or Other Pacific Islander | | |
| <input type="checkbox"/> White | | |

Special Admission Requirements

Coconino Community College promotes success in every aspect of the college experience. If the student is granted "Special Student" admission status, any or all of the following circumstances may apply:

1. If the student must take placement tests to satisfy a pre-requisite for a class, he/she is bound by the scores and is allowed to retake the test only once per semester.
2. Grades earned by the student become a part of their permanent record at CCC and can only be raised by retaking the course.
3. The average age of students at CCC is 29. The student may feel constrained from participating in class discussions due to the maturity and age of other students. The content of material presented in some classes may not be appropriate for students under the age of 18.
4. The student should be prepared to devote 6-9 hours each week for studying and completing homework.
5. The student will be expected to adhere to the policies and procedures under the Student Code of Conduct - 503 and will be subject to disciplinary action, suspension, and dismissal if in violation of the student code of conduct as described in the college catalog.

Eligibility for "Special Student" Admission

1. A student not meeting any of the provisions for "Regular Student" admission may be admitted on an individual basis with the approval of the Registrar or designee and, as appropriate, the consent of parent/guardian and recommendations of the student's high school. This includes, but is not limited to, students under 18 and those still enrolled in high school. For students still enrolled in high school, completion of the 10th grade is a requirement for admission as a "special student." Any other admissions requests will be determined by the Registrar or designee, on an individual basis. The final decision for admission and enrollment to any class will be determined by the Registrar or designee.
2. A special student must meet the established requirements of the class(es) for which he/she chooses to enroll, and college officials must determine that admission is in the best interest of the student. For example, a special student seeking admission to attend an algebra class must be qualified to enter a math class at the level; qualifications in this case would be determined by a placement examination, or ACT/SAT scores.
3. A student who is under age 18 and meets one of the following: a composite score of 93 or more on Preliminary Scholastic Aptitude Test; composite (verbal and math) of 930 or more on the Scholastic Aptitude Test (SAT); composite of 22 or higher on the American College Test (ACT); passing score on relevant parts of AIMS test; completion of a College-designated placement test that indicates the student is at the appropriate preparedness level for the course may be admitted. A student who shows evidence of such test scores shall not be denied admission because of age, lack of a high school diploma or high school certificate equivalency (GED), grade in school, lack of permission of school officials or lack of concurrent enrollment in public or private school; however the College requires parental permission for those under 18. A student admitted in this category is not guaranteed admission to a specific degree program or to all classes offered by the college and may enroll for a maximum of 6 credit hours unless special arrangements have been made and approved prior to registration.

Application Procedures

Each student must provide the following:

- A completed Application for Special Admission.
- The College strongly recommends that interested students make an appointment with their high school counselor(s) to discuss plans to enroll at Coconino Community College classes. **This is especially critical for students planning to seek both high school and college credit for the same class.** Only the high school can approve the granting of high school credit for college classes. Also the high school counselor may discuss other options such as advanced placement classes.
- Concurrent High School Students must have an official high school transcript sent directly to Coconino Community College, Registration and Enrollment Services, 2800 S. Lone Tree Rd., Flagstaff, AZ 86005.
- Proof of prerequisite, if applicable (Placement Test Scores, ACT/SAT scores).
- Register for the class(es)
- Students are responsible for tuition and fees applicable to Dual Enrollment, CAVIAT and Concurrent High School procedures.
- Concurrent High School students complete the Application for Special Admission and provide updated high school transcript for each additional semester of enrollment.

For Arizona State Revised Statute 15-1821 – Special admission of students under age eighteen; enrollment information; reports go to <http://www.azleg.gov/FormatDocument.asp?inDoc=ars/15/01821.htm&Title=15&DocType=ARS>

Revised 05/04/2017 – Registration and Enrollment Services