



Southwestern Community College District

# ADULT EDUCATION PARTNERSHIP AGREEMENT FORM

**Important Information:** A new form must be completed and submitted each semester.

**THIS SECTION MUST BE COMPLETED BY THE STUDENT (PLEASE READ CAREFULLY & SIGN BELOW)**

Year \_\_\_\_\_ Semester  Fall  Spring  Summer Date of Birth: \_\_\_\_\_

Student Name: \_\_\_\_\_ Student ID: \_\_\_\_\_  
(Please Print) Last First Middle Initial

Student Address: \_\_\_\_\_ ( ) \_\_\_\_\_  
Number & Street City/State Zip Code Phone

Adult School Currently Attending: \_\_\_\_\_

Adult School Address: \_\_\_\_\_  
Number & Street City/State Zip Code

I will only enroll in courses recommended by my Adult School Counselor/Advisor/Administrator. I understand that these courses are subject to all terms and conditions associated with college enrollment. The Adult Education Partnership Program offers college courses, free of charge for current adult school students completing their high school diploma, GED, or equivalent. I have read the attached pages on "Student Expectations and Responsibilities" and agree to abide by them.

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

**THIS SECTION MUST BE COMPLETED BY THE ADULT SCHOOL COUNSELOR OR ADVISOR**

Desired Course List		
See current SWC class schedule for specific course information. Course approval does not guarantee a seat in the class.		
Course Title (i.e. Acct)	Course Number (i.e. 101)	Units

I certify that the above student is currently enrolled at the listed Adult School. I have determined that this student has the ability to benefit from "advanced scholastic or vocational work" and is pursuing a high school diploma, or a high school equivalency certificate.

I also understand that special admit adult school students are limited to 11 units per semester, and that state law places a limit on the number of special admit students who may enroll in College Exercise Science classes (10%). As required by California Ed Code 48800.5, 76001, 76002, student enrollment cannot exceed the 5% limit for total cohort summer enrollment.

My signature below certifies compliance with all of these requirements:

Authorized by: \_\_\_\_\_ ( ) \_\_\_\_\_  
Print name and title Phone Number

**X** \_\_\_\_\_  
*Signature of Adult School Counselor/ Advisor/Administrator* Date

**AUTHORIZATION TO RELEASE EDUCATION RECORD (TO BE COMPLETED BY STUDENT) -OPTIONAL**

I, \_\_\_\_\_, \_\_\_\_\_  
Print full name SWC ID #

Hereby authorize Southwestern Community College to release the following specific education records and information:  
**Enrollment, schedule and grades.**

To: \_\_\_\_\_  
Name of Adult School

This authorization will be effective beginning \_\_\_\_\_ through \_\_\_\_\_.  
Month/Year Month/Year

I understand that I (1) further have the right not to consent to the release of my educational records; (2) I have the right to receive a copy of such records upon request; (3) and that this consent shall remain in effect until revoked by me, in writing, delivered to Southwestern College Admissions and Records Office. Any such revocation shall not affect disclosure previously made by Southwestern College prior to the receipt of any such written revocation.

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

**This information is being released subject to the confidentiality provisions of appropriate state and federal laws and regulations which prohibit any further disclosure of this information without the specific written consent of the person to whom it pertains, or as otherwise permitted by such regulations.**

**Important Information About our Program:**

- The Adult Education Partnership Program allows eligible students to enroll in college courses located at Southwestern College and earn college credit while simultaneously attending adult school in pursuit of a high school diploma or high school equivalency certificate. The purpose of this program is to provide advanced scholastic, educational enrichment opportunities for a limited number of eligible students as defined in California Education Code, Section 48800 and 76002.
- Per Board Policy, special admit students are allowed to enroll into up to 11 units (8.0 units for summer session) at this time.
- All sections of the attached form must be completed for each semester of attendance, prior to registration, until completion of diploma or certification program. Incomplete forms will not be processed. Once graduated, proof of graduation will be required with the Admissions and Records Office.
- Forms can be turned into the Admissions and Records Office, faxed to 619-482-6489, or emailed to [admissions@swccd.edu](mailto:admissions@swccd.edu)

**Student Information, Expectations and Responsibilities:**

- **Application:** Students must complete an online Application for Admission prior to enrollment (application not required if student is continuing from previous semester). Acceptance of the Application for Admission and this form do not guarantee enrollment in the class. Students must go through the enrollment process and are subject to all requirements including but not limited to: pre-requisites, co-requisites, audition and other enrollment restrictions.
- **Student Code of Conduct:** Students must comply with all policies of the district including the Student Code of Conduct per the Southwestern College Catalogs. Student Rights and Responsibilities are also outlined there.
- **Student Communication and Records:** Students enrolled in community college courses must act independently and on their own behalf when communicating with their instructors and/or other college personnel. Under the Family Rights and Privacy Act (FERPA), college instructors and staff may not discuss student performance or college record information with parents/guardians/ or any other designee without written consent.
- **Academic Standing and the College Transcript:** Students enrolling in college courses at the community college campus are establishing a permanent academic college record. As a result, any processes influenced by the students' academic record may be impacted by the students' performance. This may include eligibility for financial aid, academic standing, ability to transfer, etc. Students are responsible to know the deadlines for enrolling, adding, or dropping courses. Instructors are not required to drop students for non-attendance. Please be sure to check the website for deadline date information or contact the Admissions and Records Office for questions.
- **Fees:** Tuition fees are waived for special admit students registered in Southwestern College courses. However, students are still subject to all other fees: health fee, student center fee and when applicable, non-resident fees. Fees are due at the time of enrollment. Failure to pay may result in being dropped from the class (es).
- **Residency:** Students who are classified as "out of state- non-residents" for tuition purposes, will be notified accordingly via email. If this applies to you, please follow up promptly with the Admissions and Records Office to discuss options for clearance.
- **Services:** Ancillary and support services are provided for all special admit students (e.g. Counseling and Guidance, Placement Assistance, Assessment, Disabled Student Support Services, ARC, and Tutoring).
- **Serving students with disabilities:** Students with verified disabilities should contact SWC Disability Support Services (DSS) before classes begin to discuss appropriate accommodations and/or services: Voice (619) 482-6512 or VP (619) 207-4480 or [DSS@swccd.edu](mailto:DSS@swccd.edu). Accommodations provided with the adult schools Individualized Education Plans (IEP) or 504 Plans are not automatic. Students must go through an interactive process with a SWC DSS Specialist to determine accommodations for SWC courses. Visit the DSS website to obtain more information at [www.swccd.edu/dss](http://www.swccd.edu/dss).