



**EVERGREEN  
VALLEY COLLEGE**

Evergreen Valley College  
Middle School Concurrent Dual Enrollment  
**Special Admit Form**

**Evergreen Valley College Student ID # (7 digits):** \_\_\_\_\_

**Term of Enrollment:**  Fall  Intersession  Spring  Summer **Year:** \_\_\_\_\_

**MIDDLE SCHOOL STUDENT INFORMATION**

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ M.I.: \_\_\_\_\_

Date of Birth (MM/DD/YYYY): \_\_\_\_\_ Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Email Address: \_\_\_\_\_

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

**PARENT/LEGAL GUARDIAN CONSENT**

*I hereby certify that I am the parent/guardian of the above-named student and I am in agreement with, and give my consent for, the student's participation in the Evergreen Valley College classes during the years my student is enrolled in this middle school. I understand that my student may be taking career and/or transfer courses. I have read and understand the Procedures and Guidelines for Dual Enrollment and authorize the college to release information requested by the middle school and for the School District to share relevant educational records with the San Jose-Evergreen Community College District.*

Parent/Guardian Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**MIDDLE SCHOOL AUTHORIZATION**

Middle School Attending: \_\_\_\_\_

School District: \_\_\_\_\_

Student Grade at Term of Enrollment:  6  7  8 Expected Graduation Year: \_\_\_\_\_

School Principal Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

School Principal Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Students must be recommended by an official from their middle school to take college courses at Evergreen Valley College. Please attach a recommendation letter on formal letterhead to this form.**



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**COURSE(S) REQUESTED**

**COURSE 1** Course Subject & Number: \_\_\_\_\_ # Units: \_\_\_\_\_  
Course Name: \_\_\_\_\_

**COURSE 2** Course Subject & Number: \_\_\_\_\_ # Units: \_\_\_\_\_  
Course Name: \_\_\_\_\_

**COURSE 3** Course Subject & Number: \_\_\_\_\_ # Units: \_\_\_\_\_  
Course Name: \_\_\_\_\_

**COURSE 4** Course Subject & Number: \_\_\_\_\_ # Units: \_\_\_\_\_  
Course Name: \_\_\_\_\_

Please attach the following documents:  Unofficial copy of school transcript  
 Recommendation letter

**PROCEDURES & GUIDELINES**

1. Student must complete a new application for admissions via [CCC Apply](#) and submit a current Special Admit form each semester of enrollment.
2. Student must meet prerequisite and basic skill requirements for any class they intend to enroll in.
3. Enrollment fees are waived for middle school students. **Students must pay for any book and material fees.**
4. Student may not register for Physical Education or basic skills courses.
5. **Students are limited to a maximum of 11 units for Fall & Spring terms; 7 units for Summer & Intersession terms. This limit applies across SJECCD district. Any courses taken at SJCC will count toward units.**
6. Courses taken at Evergreen Valley College is offered for college credit only. Student requesting middle school credit must consult their middle school registrar before enrollment. The middle school will determine if the course may be used for middle school credit.
7. Earning a non-passing grade [W, D, F, I] requires the student to meet with an EVC counselor before enrolling in future college courses.
8. Courses are only repeatable under special circumstances. Please contact the Dual Enrollment Office for more information on how to repeat a course.
9. Final grades will be recorded on the student's permanent record.

Please return this form to the Dean of Enrollment Services at [Sam.Morgan@evc.edu](mailto:Sam.Morgan@evc.edu).