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**Important Information for High School Students enrolling at Taft College**

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References: California Education Code: 76002/76300/48800.5; Title 5: 55002(a). High school students may take college level courses that are transferable (courses numbered 1500 or higher), on a seats-available basis with permission from their parent/legal guardian, and high school principal. Students will receive college credit for the community college courses completed. **Arrangements for receiving high school credit for course work completed must be made with the student's respective high schools.**

It is expected that all special admit students enrolling in Taft College courses have the maturity to participate on a college campus. No special arrangements for additional supervision of underage students are available. In a very small number of disciplines, course content may be frank in order to deal with scholarly discussion of behavioral, artistic, human, or other issues. Unlike public schools, colleges do not contact parents in advance to inform them of these matters. Parents are hereby notified that it is their responsibility to ensure that their child is able to handle the college environment, as well as the content of the course in which they enroll. Although special admit students may be minors, Taft College adheres to the student privacy laws set forth by FERPA. Special admit students are entitled to all of the privacy rights of a college student; therefore, any information regarding attendance, grades, behavior, etc., cannot be shared with the parent or legal guardian.

**Step 1: How to Get Started**

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- Complete the online application for admissions to Taft College.
- Submit the **High School Special Admit Form** to [hsspecialadmit@taftcollege.edu](mailto:hsspecialadmit@taftcollege.edu).
- The Special Admit Form must be filled out and signed by the student and the high school principal/designee every semester regardless if the student gets into a class or not. **Parent signature is only required when the student first begins as a special admit at Taft College and will remain in effect unless revoked in writing.** If the student is home schooled, they must provide verification that the homeschool program is recognized and approved by the county department of education.
- Students must reapply for admission after a break in attendance for one semester.

**Step 2: Complete Orientation**

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- Complete the online orientation. The online orientation can be found on our website under "Getting Started". You will use the student ID number given to you when you completed your admissions application.

**Step 3: Check Class Schedule**

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- We will register students during their assigned open registration. Students can refer to the priority registration schedule each semester to determine the open registration time period for high school special admit students.
- Log into your MyTC/Cougar Tracks to check your class schedule by going to **Student > Registration > My Class Schedule**.
- Verify that your schedule matches the courses you included on your High School Special Admit Form.

**Step 4: Access Your Canvas**

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- Students will be granted access to Canvas the week before courses begin.
- Login to Canvas by accessing your "MyTC" Portal on the Taft College home page.

**Step 5: Keep Us Informed**

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- Students who have previously enrolled and who have dropped their courses and/or have not made satisfactory progress will not be allowed to continue in the Special Admit Program. If you are having difficulty in your courses, please contact your school counselor as soon as possible.
- Participation in the high school special admit program results in college credit and a permanent record at Taft College that must be reported to any colleges you apply to in the future.

**Step 6: Transcripts**

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- Grades will not be available on your transcript until after all end-of-term processes have been completed. We will provide official transcripts directly to your school after end-of-term processes have been completed at no charge. Please do not order official transcripts to be sent to your school. For more information, contact the Admissions and Records Office at 661-763-7741.



## HIGH SCHOOL SPECIAL ADMIT STUDENT CONSENT FOR RELEASE OF INFORMATION

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
Last First Middle

TC Student ID#: \_\_\_\_\_

Maiden Name or Other Name Used \_\_\_\_\_  
Last First Middle

I, the undersigned, in accordance with the Federal Family Educational Rights and Privacy Act of 1974 guidelines and Education Code section 76242, authorize the West Kern Community College District to release the following information from my college records **while I am participating in the high school special admit program:**

- |  |   |
|--|---|
| <input type="checkbox"/> Admissions/Residency Info | <input type="checkbox"/> Financial Records            |
| <input type="checkbox"/> Class Schedule            | <input type="checkbox"/> Progress Report              |
| <input type="checkbox"/> Educational Plan          | <input type="checkbox"/> Transcripts/Academic Records |
| <input type="checkbox"/> Financial Aid Records     | <input type="checkbox"/> Other (specify): _____       |

The following individual(s) may have access to the released information:

Full Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Full Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Full Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Full Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

**This authorization shall remain in effect during my enrollment as a high special admit student or until revoked in writing.**

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date