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ADDENDUMS

Addendums

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Concurrent Enrollment in High School and College

The following are guidelines to determine high school units earned by concurrently taking courses in college. These are only guidelines. Final approval by the APS office is on a per course basis.

Some courses are “UC/CSU transferable”. This means they are:

transferable to a UC system university (e.g. UCLA, UCSD, UCSB)

transferable a Cal State University (e.g. Cal State Northridge; Cal State Long Beach).

Some courses are not “UC/CSU transferable”.

A college’s course description will indicate if a course is UC/CSU transferable.

If your student is planning to take a course(s) at a Community College, attach a copy of the Community College’s course description to your Educational Expectations.

(Only attach the relevant page not the whole book).

Concurrent enrollment in college requires some form of signature from APS. It is your responsibility to learn what is required from the college registrar. You must then provide the completed form/request to APS for signature. **PLEASE DO NOT ASSUME SAME DAY TURN AROUND TIME.**

Please make requests in writing by US Post. Do NOT leave requests on APS voice mail or e-mail.

Please complete concurrent enrollment applications before sending them to APS.

APS cannot sign blank or incomplete forms. **Please include an SASE** with your request for signature.

High school units are awarded differently for courses that are UC/CSU transferable than for those that are not.

Courses that are not UC/CSU Transferable:

Courses that earn at least 3 college units, but at not UC/CSU transferable, are usually awarded 5 high school units per semester. Check with the APS office for each course.

Courses that are UC/CSU Transferable, Unit Conversion Chart

The following will help you determine what APS high school units may be earned by concurrently taking a UC/CSU transferable college course.

These are only guidelines. Final approval by the APS office is on a per course basis.

College Units:

(Must be UC/CSU transferable)

High School Units:

1	2.5 not-honors
2	5.0 not-honors
3	5.0 honors or* 10.0 not-honors
4 (with lab)	5.0 honors & 2.5 honors lab, or* 10.0 not-honors & 5.0 non-honors lab
4 (with no lab)	5.0 honors or* 10.0 not-honors
5 (with lab)	10.0 honors & 5.0 honors lab
5 (with no lab)	10.0 honors
6 (with lab)	10.0 honors & 5.0 honors lab
6 (with no lab)	10.0 honors

* When you have the choice of “honors” or “not-honors” please indicate your choice on your Educational Expectation.

Once the college’s class “Drop Date” has been passed, you CAN NOT change this course.

Whatever grade you receive in the course will appear on your APS CUM record and college record.

Whatever units you chose (honors or not-honors) will apply.

If you fail a course a fail will be entered on your APS CUM record as well as your college record.

Transcripts, Work Permits, and Signatures

The APS office receives numerous requests for **transcripts, work permits, and signatures** on various forms. Some of our youngest students work in the film industry and need work permit letters. Older students need work permit letters for summer jobs, "Good Student" verification for car insurance, and other letters and forms. Alumni often need transcripts.

Please help us help you by following the guidelines below.

For transcripts, work permit letters, college concurrent enrollment forms and other forms:

I PLEASE DO NOT ASSUME SAME DAY TURN AROUND TIME

(we're good, but not that good)

II Please make requests in writing by US Post.

Do NOT leave requests on APS voice mail or e-mail.

Transcripts

1. Requests for transcripts by mail (w/ SASE) are free.
 - a. **TIME:** APS needs **at least** 3 days to complete your request
 - b. **SASE:** APS needs an addressed envelope with postage **for each request**
 - c. **Official Transcripts must be sealed by APS.** Please indicate if you need an "Official Transcript". If you don't ask for one, we will send an unsealed transcript.
Note: we will send an Official Transcript to you or to the institution to which you are applying; however, if you break the seal, it will no longer be considered "Official".
Please include an envelope with sufficient postage. Address the envelope to the desired recipient (your home or the college/institution).
2. Requests by telephone, e-mail or drop-by are **\$10 for each transcript**
3. \$2 per line for APS office-approved transcript changes

Work permit letters, college concurrent enrollment forms, etc.

1. **Work permits** can only be issued by your local public high school or high school district office. You will need to bring them a **work permit letter from APS** confirming that the student is enrolled in APS. Bring the APS letter to your local school office and tell them you are in a private school and need a work permit.
Request your **work permit letter** from APS by mail (w/ SASE).
 - a. **TIME:** APS needs **at least** 3 days to complete your request
 - b. **SASE:** APS needs a self-addressed stamped envelope **for each request.**
2. **Work permits for students in the entertainment industry** can authorized by APS.
Mail the completed form to APS (w/SASE). See above a & b.
3. **Please complete concurrent enrollment applications**, scholarship applications and other forms that require our signature before sending them to us. We cannot sign blank or incomplete forms.
Mail the completed form to APS (w/SASE). See above a & b.

In the past we have had parents and students drop by unannounced expecting transcripts, letters, or signatures. This is a recipe for disappointment. If they find us not at home, they sometimes leave a blank form, incomplete instructions and short timeframes.

Following the above guidelines will help us help you in a timely and cheerful manner.