



CCAP FORM C: STUDENT COURSE AUTHORIZATION REQUEST

Return to Admissions & Records Office or admissions@mpc.edu
Incomplete or illegible forms will not be processed

TO BE COMPLETED BY THE STUDENT

Name _____
Last First MI

Fall Spring Year: _____

Email _____

MPC Student ID # _____ / _____ / _____

Address _____

Phone (_____) _____

City State Zip

Grade level (9-12) during term: _____

High school: _____
Name of high school currently attending

EMERGENCY CONTACT INFORMATION: Name: _____
Last First MI

Relationship: _____ Phone number: _____

CCAP Course Information

- Almost always taught at one of our local area high schools.
- Generally restricted courses, and may require an add code from the instructor to register.
- Enrollment is limited to no more than 15.0 units (4 courses) per semester (Fall/Spring).
- If students take traditional dual enrollment classes as well, both guidelines must be met.

Department and Number	Course Title	Units

Monterey Peninsula College students are considered to be college students, regardless of age. Please review the following:

- All college coursework and grades become a permanent part of the student's official college academic history and transcript. These grades will not be changed or erased. Poor grades can have a far reaching effect, including future admission to college or university of choice, eligibility for financial aid, etc.
- Students must abide by the Monterey Peninsula College Standards of Conduct and are subject to the student disciplinary procedures as stated in the College catalog. All disciplinary incidents become a part of the student's personal history.
- Students are expected to meet all deadlines, classes must be dropped within the stated deadline in the Schedule of Classes, grade options selected, assignments turned in on time, etc. If the instructor determines that the student is not keeping up with the class, the instructor has the right to drop the student.
- Courses may include frank discussions of sensitive topics; audio-visual presentations may be graphic in their content and students may be exposed to vulgar language outside of the classroom.
- Students may access condoms, pregnancy information, HIV information, and a wide variety of other services through the Student Health Services department.
- Although CCAP class sections do not have fees associated with them, in general students are responsible for being aware of all fees. Traditional dual enrolled students are charged and responsible for applicable fees. Any fee disputes must be handled within the semester/session in which the course was held.
- This form is to request authorization to register in the classes listed above. It is the student's responsibility, once approved, to register for their classes through the student portal, WebReg. Questions? Please reach out to A&R or admissions@mpc.edu.

By signing below I, the student, acknowledge I have read and understand the responsibilities and expectations for a dual enrolled student attending Monterey Peninsula College. I request authorization to enroll in the courses listed on this form.

Student Signature

Date