



College of The Albemarle Procedure

Procedure Number: 5.1.1.2

Pages: 1 of 4

Title: High School and Minor Student Enrollment

Related Policy: 5.1.1 Admissions

Division of Responsibility: Student Success and Enrollment Management; Learning

I. ENROLLMENT OF HIGH SCHOOL STUDENTS

College of The Albemarle (College) provides seamless opportunities for high school students to get a head start with their college education by enrolling in eligible pathways through Career and College Promise (CCP). Enrollment in identified courses is available to students enrolled in public and private schools (including home schools) through articulation agreements between the school system and the College and approved by the North Carolina Community College System Office.

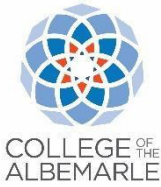
II. CCP OVERVIEW

CCP provides seamless dual enrollment educational opportunities for eligible North Carolina high school students to accelerate completion of college certificates, diplomas and associate degrees that lead to college transfer or provide entry-level job skills. The College offers the following CCP pathways aligned with the K-12 curriculum, career and college ready standards adopted by the State Board of Education:

- A. College Transfer Pathway requiring the successful completion of thirty-two (32) semester hours of college transfer courses, including English and mathematics, for qualified high school students;
- B. Career and Technical Education Pathway, leading to a certificate or diploma aligned with one or more high school Tech Prep Career Clusters;
- C. Career and Technical Education – Workforce Continuing Education, leading to a State or industry recognized credential; and
- D. Cooperative Innovative High School Pathway (Early College).

The College will develop specific and uniform admission's criteria and program requirements for CCP enrollment that comply with State Board of Community College regulations based on the Career and College Promise Procedures Reference Manual. High School Counselors may assist in this process. Students should communicate with their counselor, when applicable. All applicants must:

- A. Submit a completed CCP application for admission.
- B. Complete the COA Online Orientation
- C. Provide a high school transcript. Homeschool transcripts must also include a copy of the official non-public school registration record.



College of The Albemarle Procedure

Procedure Number: 5.1.1.2

Pages: 2 of 4

- D. As required, complete the College's placement test to determine eligibility for CCP.
- E. Submit the COA CCP Approval Form.

Tuition and most fees are waived for CCP students; however, CCP students taking classes on-site at the College or online through the College, may be required to purchase their own textbooks and supplies required for their classes. Transportation for high school students will not be provided by the College.

III. WORKFORCE DEVELOPMENT CONTINUING EDUCATION COURSES FOR MINORS

A minor, age 16 or 17, may enroll in Continuing Education course sections subject to the following conditions:

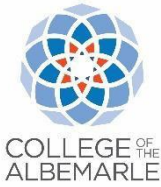
- A. Minors shall not displace adults.
- B. Minors shall pay the registration fees associated with the course section except for cases where they meet eligibility requirements for a fee waiver.
- C. If the minor is enrolled in high school, the following restrictions apply:

(i) Colleges shall not designate Continuing Education course sections taken by the high school student to provide partial or full credit towards meeting high school graduation requirements. (ii) Colleges shall not offer Continuing Education course sections that are specifically scheduled for high school students except:

- (I) Course sections that are part of an approved Workforce Continuing Education Career and College Promise Pathway (1D SBCCC 300.4 (c)(1)(D)).
- (II) Self-supporting course sections.

A minor less than 16 years old may enroll in Continuing Education course sections subject to the following conditions:

- A. Minors less than 16 years old may enroll in self-supporting safe driving course sections during any reporting term.
- B. A college may provide classes for minors less than 16 years old only during the summer reporting term. These classes must be self-supporting and may not be designated by the college to provide partial or full credit towards meeting high school graduation requirements.
- C. Notwithstanding 1D SBCCC 300.4(c)(2)(B), Minors who are at least 15 years old and less than 18 years old, and who are uncompensated members of a bona fide fire department or rescue squad, pursuant to G.S. 95-25.5(n), may enroll in fire-training courses, including certification-eligible courses, on a specialized course list approved by the State



College of The Albemarle Procedure

Procedure Number: 5.1.1.2

Pages: 3 of 4

Board of Community Colleges in accordance with G.S. 115D-5(b)(2). Colleges may earn full time-equivalent (FTE) hours for minors enrolled in fire-training courses.

- D. Minors shall not displace adults.
- E. Minors shall pay the registration fees associated with the course section except for cases where they meet eligibility requirements for a fee waiver.
- F. If the minor is enrolled in high school, the following restrictions apply:
 - a. Colleges shall not designate Continuing Education course sections taken by the high school student to provide partial or full credit towards meeting high school graduation requirements.
 - b. Colleges shall not offer Continuing Education course sections that are specifically scheduled for high school students except:
 - i. Course sections that are part of an approved Workforce Continuing Education Career and College Promise Pathway (1D SBCCC 300.4 (c)(1)(D)).
 - ii. Self-supporting course sections

IV. HIGH SCHOOL DROPOUTS

A minor, 16 years old or older, who is not currently enrolled in a public or private educational agency may be admitted to a College and Career Readiness (CCR) or Continuing Education program at a college if a North Carolina local public or private educational agency, where the minor now resides, determines that admission to a CCR or Continuing Education program is the best educational option for the student and the admission of the student to a CCR or Continuing Education program is approved by the College under one of the following conditions:

1. The minor has officially withdrawn from a public or private educational agency within the last 6 months and obtains a signed official withdrawal form from the local or private educational agency and a notarized petition of the parent, legal guardian, or legal custodian.
2. The minor has officially withdrawn from a public or private school for at least 6 months and obtains a signed official withdrawal form from the local or private educational agency and a notarized petition of the parent, legal guardian, or legal custodian.
3. The minor is emancipated and provides legal documentation of emancipation.

Exclusive College Programs for Minors

Except as provided above, the College cannot offer enrollment options for students who are under the age of sixteen (16) unless they have earned a high school diploma.



College of The Albemarle Procedure

Procedure Number: 5.1.1.2

Pages: 4 of 4

Legal Reference: N.C. Session Law 2011-145, § 7.1A(a)-(l); Article 15, Part 9, Chapter 115C of the N.C.G.S.
– Cooperative Innovative High School Programs; 1D SBCCC 200.95; 1D SBCCC 400.11; 1D SBCCC 300.4

June 13, 2023

February 17, 2025

February 17, 2025

Date Approved by President's Leadership Team

Date of Last Review

Date of Last Revision