Completing the Concurrent Enrollment Packet

The concurrent enrollment packet includes three key forms that must be completed for every semester you are enrolled. Even students who are over 18 must have a completed concurrent enrollment packet with parent/guardian signatures.

The Concurrent Enrollment Packet includes the High School Concurrent Enrollment Petition, the Confidential Youth Emergency Card, and the Release of Information form. Additionally, official high school transcripts must be attached prior to submitting the packet (unofficial transcripts will not suffice).

In order to complete the concurrent enrollment packet, you must have applied to SBVC through openccc.net and received your SBVC student ID# in your email. Typically, you will receive an email with your ID# three business days after you have submitted an application online.

The Concurrent Enrollment Packet is due three weeks before the start of classes. These forms must be turned in, with official high school transcripts, to the Concurrent Enrollment Program Office, SBVC LIB 125.

The High School Concurrent Enrollment Petition

The High School Concurrent Enrollment Petition is a one-page form that must be filled out each semester. Please complete the following steps when completing the High School Concurrent Enrollment Petition:

1. Semester: Check the appropriate box for semester (Fall, Spring, or Summer) and enter the year.
2. SBVC ID#: Enter your ID# for Valley College, which you have received in an email approximately three business days after applying to SBVC the first time. SBVC student ID#s are seven-digit numbers, typically beginning with 1.
3. Signatures: It is essential that all signatures are complete. Please note: If you are 18, you still need parent/guardian signatures in the appropriate box. Petitions lacking the appropriate signatures will not be processed.
The Confidential Youth Emergency Card

The Confidential Youth Emergency Card is a one-page form that must be filled out each semester for any students who are under 18 years old. This form acts as an emergency card for injured students, as well as specifies whether SBVC can provide over-the-counter medication to students. Please complete the following steps when completing the Confidential Youth Emergency Card:

1. Semester: Check the appropriate box for the semester (Fall, Spring, or Summer) and enter the year.
2. SBVC ID#: Enter your ID# for Valley College, which you have received in an email approximately three business days after applying to SBVC the first time. (SBVC student ID#s are seven-digit numbers, typically beginning with “1.”)
3. Physician Name: If you do not have a Physician, it is okay to leave this field blank.
4. Medical Insurance: If you do not have medical insurance, it is okay to leave this field blank.
5. Student Name: In the box at the bottom, the first blank must be filled in with your name.
6. I DO/DO NOT: In the box at the bottom, the parent/guardian must check one of the boxes granting or refusing SBVC the ability to give over the counter medication to you (the student).
7. Signature: It is essential that a parent/guardian sign the bottom of the card.
The Release of Information Form

The Release of Information Form is a one-page form that must be filled out each semester. This form allows SBVC to report transcript information back to your high school, allowing you to receive high school credit for the SBVC class. Please complete the following steps when completing the Release of Information Form:

1. SBVC ID#: Enter your ID# for Valley College, which you have received in an email approximately three business days after applying to SBVC the first time. (SBVC student ID#s are seven-digit numbers, typically beginning with “1.”)
2. Name of Appointed Person: This field should read, “San Bernardino Valley College.”
3. Relationship to Student: This field should read, “School.”
4. Description of transaction to be completed: This field should read, “Release transcript information.”
5. Signature: It is essential that you (the student) sign the bottom of the card.

The Media Release Form

The Media Release Form is used specifically for students participating in the GenerationGo! Career Pathways Program, a collaborative program between SBVC, SB County’s Workforce Development Department, SBCUSD, CJUSD, and RUSD. Because of the unique aspect of this program, filming and photography are frequently done.

The media release form must be filled out and signed. Please also keep in mind the below items:

1. SBVC ID#: Enter your student ID# for Valley College, which you have received in an email approximately three business days after applying to SBVC the first time. SBVC student ID#s are seven-digit numbers, typically beginning with “1.”
2. Check the box corresponding with “DO” or “DO NOT.” Without a box checked, the packet is incomplete.
3. You will need to sign the form.
The petition for academic exception does not always need to be completed. However, if you do need to complete the Petition for Academic Exception please keep the following items in mind when filling out the form:

1. SBVC ID#: Enter your ID# for Valley College, which you have received in an email approximately three business days after applying to SBVC the first time. SBVC student ID#s are seven-digit numbers, typically beginning with 1.
2. Class: This is the class that you would like to enroll in. If you want to enroll in two classes, list them both.
3. Reasoning: In this section, it is important that you are clear when completing this section. Cite reasons why this exception should be made, and reasons you will be successful should the academic exception be granted.
4. Signature: A signature is required prior to submission to the committee.

Additionally, any letters of recommendation from teachers or administrators may be attached to this petition.