Procedures for Processing Special Admit Packets

In light of the COVID-19 pandemic and to ensure the provision of remote services to students, Admissions and Records will enact the following procedures for processing Cypress College Special Admit Packets. This procedure will take effect immediately:

Traditional Public High School Students

1. Students must complete the online application for admission via CCC-Apply.
2. Parent and student complete the entire Special Admit Packet.
3. Parent then emails Special Admit Packet to the high school principal or principal’s designee for approval.
4. High school principal or the principal’s designee emails the parent/student approval from the principal’s high school email address.
5. Parent/Student then forwards completed Special Admit Packet and the entire chain of emails to a Cypress College counselor.

NOTE: The following counselor has been designated to approve Special Admit forms:
• Jane Jepson jjepson@cypresscollege.edu

7. Cypress College counselor reviews Special Admit Packet and clears student for pre-requisites in Banner.
8. Cypress College counselor then forwards the entire chain of emails to admissions@cypresscollege.edu with a statement of approval.
9. Admissions and Records then processes the Special Admit Packet and notifies the student of their status and/or need for additional information.
10. Admissions and Records prints the Special Admit Packet and the entire chain of emails with all the required approvals and scans them into OnBase.

Home School/Private School/Other

1. See steps 1-5 above.
2. Cypress College counselor forwards Special Admit Packet to the dean of counseling with a recommendation for approval.
3. Dean of counseling forwards Special Admit Packet with a statement of approval to admissions@cypresscollege.edu.
4. See steps 8 and 9 above.