

## **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 [specialadmit@cypresscollege.edu](mailto:specialadmit@cypresscollege.edu) where a Cypress College counselor will process your packet.

**NOTE:** Please email all completed forms to: [SpecialAdmit@cypresscollege.edu](mailto:SpecialAdmit@cypresscollege.edu)

### **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.