



Admissions & Records

3095 Yerba Buena Road

San Jose, CA 95135

408-270-6441

Check-List for High School Student Applicants

College application:

- ✓ Apply online by going to the EVC Admissions & Records (A&R) webpage: <http://www.evc.edu/future-students/admissions-and-records>
- ✓ The option of submitting a paper application to the Admissions & Records Office is also available for those without internet access.

R-40 Form:

- ✓ Submit an R-40 Form to Admissions & Records (each semester you enroll)
- ✓ Form must be signed by your High School Principal
- ✓ Principal must note 5% compliance and initial (Summer term only)
- ✓ Form must be signed by a parent or a legal guardian
- ✓ List specific approved college level or vocational courses you plan to enroll in

Assessment Test

- ✓ Schedule an appointment for a placement test by calling 408/274-7900 ext.6636
- ✓ Webpage: <http://www.evc.edu/future-students/assessment-center>

Register for Classes

- ✓ Must register in person in A&R Office
- ✓ High School students are limited to part-time enrollment only.
- ✓ Courses must be vocational, for enrichment, or advanced level courses not available at your attended high school.
- ✓ High school students are not eligible to enroll in Physical Education (PE) or Basic Skills (300 level) courses.
- ✓ It is highly advisable that students only enroll in courses that match their current read/write level. Level 2 is typically the minimum required level. (Please contact Counseling for further details.)
- ✓ Students are not eligible to enroll in courses available through their high schools (Summer term is ok).
- ✓ Be advised that all classes taken at EVC will appear on your permanent academic record, and reflect earned college credit. This coursework needs to be declared on any future college applications.