

### Process to enroll in a Community College Concurrent Enrollment Course

- Follow the directions on the front page of the community college's Concurrent Enrollment paperwork and get your student number by applying for admission on [cccapply.org](http://cccapply.org). Make sure that this number is on your concurrent enrollment paperwork (top right hand corner).
- Fill out page two completely:
  - a. course registration number
  - b. course, course number
  - c. section number and the number of credits.
  - d. required signatures

\*Please remember that college students have priority registration over high school concurrent students; therefore, make sure that you provide alternate courses.

- Stop by the Health Center in building 1700 (for Las Positas enrollments) to file important information for medical services or emergencies, such as existing medical conditions. Please note that you must pay the Student Health Fee to receive regular health services.
- Attach an unofficial copy of your transcript (you can print it off of your student portal)
- Bring the High School Recommendation Form to your counselor to sign. **Students may only take courses that are pre-approved by their counselor..**

The DHS policy on high school concurrent enrollment is as follows:

- a. Students may not take any course at a community college to fulfill a high school core graduation requirement, with the exception of the Visual/Performing Art requirement.
  - b. Students must take classes that are UC/CSU transferable if they want this course listed on their high school transcript. The counselor will check on [ASSIST.org](http://ASSIST.org) or on [www.ucop.edu/doorways](http://www.ucop.edu/doorways) to make sure that the course is transferable prior to signing off. Please note that ASSIST.org may be a bit out of date, so if the student wants a course that is definitely transferable to the University of California, we will check on [www.ucop.edu/doorways](http://www.ucop.edu/doorways). This is for the University of California system only, not the California State University system.
- Take all required paperwork to the community college directly. For high school concurrent enrollment students, students are granted a seat in a class on a first come/first served basis after spots have been taken by college students.
  - **Make sure that you complete the online registration in addition to turning in the paperwork at the community college! You must sign up for the course(s) online when the registration window opens.**
  - Upon successful completion of the approved course,
    - a. bring the official transcript in a sealed envelope to your counselor.
    - b. The counselor will match the transcript with the approved recommendation
    - c. Once the approved course is confirmed, the course credits will be added to your high school transcript. If a student has taken a different course other than the one approved by their high school counselor, they will not earn credit on their Dublin High School transcript. However, they may report that class on their college application.  
Note: A 3 credit college course is converted to 10 high school credits.
    - d. If a student repeats a course where they have earned a D or an F that is a core graduation requirement (such as Algebra 2), please note that that course will not be weighted in the GPA. Algebra 2 is considered to be a high school course.