



# High School Student Dual Enrollment Process

<b>Step 1</b>	<b>CCCApply Admissions Application and Next Steps</b> <ul style="list-style-type: none"><li>✓ Submit an online Admissions Application. Access the application at <a href="https://www.compton.edu/apply">Apply Online (compton.edu)</a>. For assistance with completing the admissions application, contact someone from the Welcome Center at <a href="https://www.compton.edu/welcome-center">Welcome Center</a></li><li>✓ A confirmation email will be sent to your personal email containing: your student ID number, password, and registration instructions.</li><li>✓ If you don't receive an email within 2-3 business days, please contact Admissions &amp; Records at <a href="mailto:admissions@compton.edu">admissions@compton.edu</a> with your CCC Apply confirmation number</li></ul>
<b>Step 2</b>	<b>Complete a Dual Enrollment Application</b> <ul style="list-style-type: none"><li>✓ Dual Enrollment Application is available on this website: <a href="https://www.compton.edu/high-school-students">High School Students (compton.edu)</a></li><li>✓ Signatures and dates are required for each section.</li><li>✓ Please refer to your welcome email for your Compton College Student ID # (<i>required in Step 1</i>).</li><li>✓ Discuss which class you should take with your high school counselor.</li></ul>
<b>Step 3</b>	<b>Have Parent Sign Dual Enrollment Application</b> <ul style="list-style-type: none"><li>✓ Parent/Guardian consent is required to enroll at Compton College. They must sign the application.</li><li>✓ Any incomplete Dual Enrollment forms missing signatures will not be accepted.</li><li>✓ <b>If you receive academic accommodations at your high school through an IEP/504 plan, contact the Compton College Special Resource Center</b> at (310) 900-1600 ext. 2402 or chat with them online at <a href="https://www.compton.edu/chat-with-a-special-resource-center-team-member">Chat with a Special Resource Center Team Member (compton.edu)</a> to determine if you qualify for academic accommodations at Compton College.</li></ul>
<b>Step 4</b>	<b>Get Signature from High School Counselor or Principal</b> <ul style="list-style-type: none"><li>✓ Principal or Counselor consent is required. Have them sign and date the Dual Enrollment Application.</li><li>✓ Principal or Counselor must enter the subject and course number, <b>not the student</b>.<ul style="list-style-type: none"><li>✓ Applications will not be approved if course information is entered by anyone other than the high school representative. Additionally, Dual Enrollment Applications will not be accepted if the course recommendation is left blank.</li></ul></li><li>✓ Students enrolled in a Home Study Program must provide proof that the Home Study Program is registered with the State of California.</li><li>✓ Submit the completed Dual Enrollment Application to the Admissions and Records Office by email at <a href="mailto:admissions@compton.edu">admissions@compton.edu</a> or in person.</li></ul>
<b>Step 5</b>	<b>Complete mandatory New Student Orientation</b> <ul style="list-style-type: none"><li>✓ Orientation is only offered online through the <i>MyCompton</i> student portal. Students must activate their Compton College email and Office 365 accounts to access the Orientation link. For information additional information visit this website: <a href="https://www.compton.edu/steps-to-enrollment">Steps to Enrollment (compton.edu)</a></li></ul>
<b>Step 6</b>	<b>Complete all prerequisites, including any Math or English placement clearance.</b> <ul style="list-style-type: none"><li>✓ For classes that have a prerequisite (requirements needed before you can enroll into a class), meet with a Counselor to get a clearance to enroll. <a href="https://www.compton.edu/counseling">Counseling (compton.edu)</a></li><li>✓ <b>Must be completed before</b> registering for a class that requires an English or Math level clearance.</li><li>✓ For information about English and Math Placement visit this web page: <a href="https://www.compton.edu/english-and-math-placement">English and Math Placement (compton.edu)</a></li><li>✓ Have a <b>copy of your unofficial transcript</b> to assist with course clearances and placement.</li></ul>
<b>Step 7</b>	<b>Approval to Register for Classes</b> <ul style="list-style-type: none"><li>✓ An email will be sent to your Compton College email address and your personal email address regarding the status of your Dual Enrollment approval or denial.</li><li>✓ Once approved, log into your <i>MyCompton</i> student portal to see your registration Time Ticket (also known as registration appointment) date/time.</li><li>✓ Register only for <b>approved</b> class(es) any time on or after your appointment time. For registration assistance contact the Welcome Center: <a href="https://www.compton.edu/welcome-center">Welcome Center</a></li><li>✓ Registration deadline dates are now available in the searchable <a href="https://www.compton.edu/class-schedule">Class Schedule</a></li><li>✓ Print a copy of your class schedule to have on hand</li></ul>

**High Achieving K-8 Students:** In addition to the documents listed above, you are required to submit the following items to be considered for enrollment:

1. Letter from a Principal
2. Letter from a Parent
3. Unofficial transcripts
4. **\*\*Letter of Recommendation from a High School English teacher** that provides examples of the following:
  - Demonstrates the student's college-readiness level (time management, study skills, reading comprehension and writing ability, etc.)
  - Offers evidence of maturity (ability to be self-motivated to complete assignments and homework)
  - Provides evidence of being a well-rounded student (school activities or extracurricular activities)

**\*Dual Enrollment students will not be allowed to enroll into Physical Education or Contemporary Health classes.**



## WHO TO CONTACT

If you have any questions related to the dual enrollment process, below is a list of key Compton College staff who can help.

CONTACT	TITLE	TELEPHONE	EMAIL
Darlene Zarazu	Outreach and College Promise Coordinator	(310) 900-1600 Ext. 2767	<a href="mailto:dzarazu@compton.edu">dzarazu@compton.edu</a>
Diego Rivera	Student Services Advisor	(310) 900-1600 Ext. 2755	<a href="mailto:drivera7@compton.edu">drivera7@compton.edu</a>
Tamara Gonzalez	Student Services Advisor	(310) 900-1600 Ext. 2768	<a href="mailto:tgonzalez@compton.edu">tgonzalez@compton.edu</a>
Gerrard Huff	Records Specialist	(310) 900-1600 Ext. 2047	<a href="mailto:ghuff@compton.edu">ghuff@compton.edu</a>
Stephanie Lopez	Dual Enrollment Specialist	(310) 900-1600 Ext. 2028	<a href="mailto:slopez15@compton.edu">slopez15@compton.edu</a>
Guadalupe Murillo	Dual Enrollment Specialist	(310) 900-1600 Ext. 2029	<a href="mailto:gmurillo@compton.edu">gmurillo@compton.edu</a>
Amanda Renteria	Dual Enrollment Specialist	(310) 900-1600 Ext. 2026	<a href="mailto:arenteria@compton.edu">arenteria@compton.edu</a>
Nelly Alvarado	Director of Educational Partnerships	(310) 900-1600 Ext. 2763	<a href="mailto:nalvarado@compton.edu">nalvarado@compton.edu</a>
Brian Dean	Associate Registrar	(310) 900-1600 Ext. 2045	<a href="mailto:bdean1@compton.edu">bdean1@compton.edu</a>

### Compton College Student Service Departments

OFFICE	TELEPHONE	Contact
Admissions and Records	(310) 900-1600, Ext. 2050	<a href="#">Admissions and Records</a>
Bookstore	(310) 900-1600, Ext. 2820	<a href="#">Bookstore</a>
Canvas Assistance	(424) 213-6003	<a href="mailto:Distance_ed@compton.com">Distance_ed@compton.com</a>
Counseling Department	(310) 900-1600, Ext. 2076	<a href="#">Counseling Department</a>
Extended Opportunity Programs and Services (EOP&S)	(310) 900-1600, Ext. 2914	<a href="#">Extended Opportunity Programs and Services (EOP&amp;S)</a>
First Year Experience (FYE)	(310) 900-1600, Ext. 2758	<a href="#">First Year Experience FYE</a>
ITS Helpdesk (Password reset, MyCompton access)	(310) 900-1234	<a href="mailto:helpdesk@compton.edu">helpdesk@compton.edu</a>
Library	(310) 900-1600, Ext. 2175	<a href="#">Library</a>
Student Success Center	(310) 900-1600, Ext. 2535	<a href="#">Student Success Center</a>
Special Resource Center	(310) 900-1600, Ext. 2402	<a href="#">Special Resource Center</a>
Transfer Center	(310) 900-1600, Ext. 2764	<a href="#">Transfer Center</a>
Vaccination Information	<a href="#">Student Vaccination Information</a>	



# Compton College Dual Enrollment Application

Compton College  
Admissions and Records  
Office  
310-900-1600 x2050  
The Compton Community College  
District is committed to providing  
equal employment and educational  
opportunities for all individuals,  
regardless of race, color, ancestry,  
religion, gender, national origin,  
marital status, sexual orientation,  
handicap, age and Vietnam-era  
status.

**❖ Submit applications in PEN, with NO WHITE OUTS, SCRATCHES, or FORGED SIGNATURES.**

## Section I: Student Information

Term:  Summer  Fall  Spring  Winter

Grade Level at time of Enrollment: \_\_\_K - 7<sup>th</sup>  8<sup>th</sup>  9 - 12<sup>th</sup> High School Graduating Class of \_\_\_\_\_

Name \_\_\_\_\_ Birth Date \_\_\_\_/\_\_\_\_/\_\_\_\_ Age \_\_\_\_  
Last First MI

Address \_\_\_\_\_ Email \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone # (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Name of High School \_\_\_\_\_ Compton College ID # \_\_\_\_\_

(Students enrolled in a Home Study Program must provide proof that the Home Study Program is registered with the State of California.)

## Student Signature

I have read, understand, and agree to the expectations and responsibilities outlined in this application.

Signature \_\_\_\_\_ Date \_\_\_\_\_

## Student, Parent/Guardian, and Principal/Designee, by signing this Dual Enrollment Application you acknowledge that you have read and understand the following:

- Enrollment fees are waived for all eligible high school students.
- Some high schools may not accept courses that only offer Credit/No Credit, Pass/No Pass grade options, or remedial classes for high school credit.** Consult with your high school counselor to verify if the course will be accepted.
- Application approval does not guarantee a seat in a class.**
- K - 8 student enrollment is designated only for high achieving students, with grades no less than a 'B'.** These students must submit additional documentation to be considered for approval: 1. Letter from principal or counselor (on school letterhead), 2. Letter from parent, 3. Letter from English teacher, and 4. Unofficial school transcript.
- Students are responsible for registering for their classes through the student portal.
- Students must clear prerequisites before registering for classes.
- Students may only enroll in the classes recommended and authorized by their high school.
- Enrollment is limited to 11 units per semester (Spring and Fall), 7 units for the Summer session, and 6 units for the Winter session.** High school students are considered special admit students and per education code are not allowed to enroll in units that equal to full-time enrollment.
- High school students are not permitted to enroll in Physical Education classes.**
- Dual Enrollment application must be submitted every term or session student wants to take classes.**
- Students are responsible for dropping classes they no longer want to attend. Students that don't attend the first day of class may be dropped. Instructors may drop the student and give that seat to another student.
- Students must conduct themselves in a responsible and appropriate manner for a college environment. All students are subject to the student code of conduct. It is the responsibility of the student to read and understand the Student Code of Conduct and all relevant policies and procedures. (Compton College Board Policy 5138).
- Students are protected by the Family Education Rights and Privacy Act (FERPA).** Neither the parent, family member, nor a representative from the student's school may inquire about the student or obtain information on the student's academic performance, enrollment, or attendance without the expressed written consent of the student, regardless of the student's age.
- Students must meet all add and drop deadlines outlined in the schedule of classes in the online Schedule of Classes.
- Students must request college transcripts, if their high school requires transcripts to assign high school credit. **The first two transcript requests are free.**
- High school students receive low priority for registration each semester.
- Student's grade(s) will become part of the permanent academic record.**
- Classes are taught at the college level –maturity level and academic preparation should be appropriate for the level of the class they enroll.

19. Students should make sure that they have access to a parent/adult (i.e. cell phone) in case of emergency, class cancellation, campus evacuation, black-out or any non-planned event.
20. Students enrolled in Home Study Programs must provide proof that the Home Study Program is registered with the State of California.
21. Health Center fees are not charged for high school students, therefore students are not eligible for Health Center services.
22. Students must purchase their textbooks and/or other materials required in the course syllabus or outline.
23. Content in some classes may not be suitable for minors. Compton College reserves the right and has the responsibility to restrict dual enrollment for the reasons listed here: a) if it is determined that the student does not have the ability to benefit from enrollment, b) for reasons of health and safety, c) appropriateness of the course, d) preparedness of the student, e) seat availability, f) registration priority, or f) college policy.
24. All submitted documents become the property of the College

## Section II: Parent Consent

I have read and understand the expectations and responsibilities outlined above and agree to all the conditions. I hereby give my consent to my son/daughter to attend Compton College and enroll in the classes for which a recommendation has been made by their high school.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

## Section III: Principal or Designee Course Recommendation

I recommend that the student named above enroll in the course (s) listed below. I certify the student has availed themselves of all opportunities to enroll in an equivalent course at their school of attendance. **For summer only:** I certify that participation does not cause our school to exceed the 5 percent statutory limit.

Compton College Course	Compton College Course

Write the class as noted in the college catalog or schedule of classes. (Example: "Biology 10" or Art 101)

\_\_\_\_\_  
Principal/Counselor Signature

\_\_\_\_\_  
Print Name and Title

\_\_\_\_\_  
Date

High School contact number: (\_\_\_\_\_) \_\_\_\_\_

## Section IV: Authorization to Release of Information

I authorized the following information to be released to the person(s) listed. **Authorization is only valid for 1 year.**

Class Schedule  Transcript  Residency  Grades

1. Name: \_\_\_\_\_

2. Name: \_\_\_\_\_

3. Name: \_\_\_\_\_

**Student Signature:** \_\_\_\_\_

## Section V: OFFICE USE ONLY

Approval required to enroll in more than two classes

\_\_\_\_\_  
Date \_\_\_\_\_

Director of Admissions or Designee

\_\_\_\_\_  
Date \_\_\_\_\_

Admissions Processor

\_\_\_ Principal Letter

\_\_\_ Parent Letter

\_\_\_ Transcript – 2.0 GPA required

\_\_\_ English or math placement

\_\_\_ Letter of Recommendation from English Teacher

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### Approval for Special K-8 Admits

If a student has not completed the 8<sup>th</sup> grade, the student must submit letters of support from both a parent and the high school principal (not a high school counselor). And a copy of the high school transcript and the letter of recommendation from English teacher in addition to gaining permission to attend.

Approve \_\_\_ Deny \_\_\_

\_\_\_\_\_  
VP of Academic Affairs

\_\_\_\_\_  
Date