



Dual Enrollment Process

DualEnroll

Step 1 Complete Admission Application

- ✓ Submit an on-line Admissions Application. Access the application at [Apply Online \(compton.edu\)](https://compton.edu). For assistance with completing the admissions application, contact someone from the Welcome Center at [Welcome Center](https://compton.edu)
- ✓ After your application submission, email applicationsupport@compton.edu with the confirm # and a picture Id, or transcript.
- ✓ Retrieve your "**Welcome to Compton College as a High School Student**" email to activate your **MyCompton** account. Check your SPAM/Junk folder
- ✓ If you don't receive an email within 2 business days after applying, contact applicationsupport@compton.edu.

Step 2a 9th -12th Dual Enrolled Students

- ✓ Login to MyCompton. For assistance visit [How to Videos to help you \(compton.edu\)](https://compton.edu)
- ✓ Create a **DualEnroll.com** account. Login to MyCompton, Click on the **K-12 Dual Enrollment Tile**. Use your personal email when creating your account. Do not use your high school email address!
- ✓ You will receive an activation code to confirm your account. If using the email option, check your SPAM/Junk folder
- ✓ Enter your Compton College Student ID# which is in your "It's Official!" email (step 1)
- ✓ Discuss which classes you should take with your parent/ guardian and high school counselor
- ✓ Parent/guardian must provide a one-time consent to enroll at Compton College by DualEnroll.com
- ✓ Complete Profile and select courses
- ✓ Required authorization from high school counselors/designee for courses per semester/session
- ✓ Course registration will be reviewed by Admissions and Records. Students will receive a confirmation email once approved and registered
- ✓ Students enrolled in a Home Study Program must provide proof that the Home Study Program is registered with the State of California. Parent or Guardian will authorize course selections. This will be uploaded in DualEnroll.com account creation
- ✓ More information [High School Student](https://compton.edu)
- ✓ [Review Student Guide](https://compton.edu) for assistance

Step 2b K-8 Dual Enrolled Students

1. **Complete Step1 above and complete K8 Dual Enrollment Application**
2. **Letter from their principal**
3. **Letter from parent or guardian**
4. **Unofficial Transcripts**
5. **Letter of recommendation from their High School English Teacher** that provides examples of the following:
 - a. Student's college-readiness level (time management, study skills, reading comprehension and writing ability)
 - b. Evidence of maturity (ability to be initiative-taking to complete assignments and homework)
 - c. Evidence of being a well-rounded student (school activities or extracurricular activities)

Step 3 Recommended New Student Orientation

- ✓ Orientation is offered online through the *MyCompton* student portal
- ✓ Click on the Orientation tile to begin

Step 4 Complete Prerequisites (A Precondition for enrollment) – Only If Required

- ✓ For classes that have a prerequisite (a course completion and/or letter grade requirement needed before you can enroll). Refer to the [College Catalog](https://compton.edu) for prerequisite information
- ✓ If necessary, a Compton College counselor must clear prerequisites before you can register
- ✓ Contact a Compton College Counselor for an appointment at [Counseling \(compton.edu\)](https://compton.edu)
- ✓ **Prerequisites must be completed before** registering for a class
- ✓ For information about English and Math Placement visit this web page: [English and Math Placement \(compton.edu\)](https://compton.edu) High school transcript may be needed

Step 5 Register for Classes – No Enrollment Fees are Charged to High Schools Students

- ✓ Enrollment fees waived for a max of **11 units for spring/fall**; max units **6 for winter**; max units **7 for summer**. Students who want to go beyond the 11 units may request overload and speak with a Compton College counselor. **Note** that if approved for more than 11 units, students are responsible for paying the enrollment fees of \$46.00 per unit for all registered units per term, Health Fees, and other applicable fees. [See fees page](#) for more details
- ✓ All class registration requests must be submitted through DualEnroll.com for partnered high schools (AB288, Afternoon College, Compton Early College, CAMS & Regular K12)
If you waitlist for a class, you must login to MyCompton portal to officially add the class. For assistance on waitlisting visit [How to Register \(compton.edu\)](#)
- ✓ Additional info visit [How to Videos to help you \(compton.edu\)](#)
- ✓ Contact the Compton College Special Resource Center if you have an IEP/504 plan and need academic accommodations. Call (310) 900-1600 ext. 2402 to determine if you qualify for academic accommodations at Compton College

WHO TO CONTACT

For questions related to the dual enrollment process, use this list of key Compton College staff who can help.

CONTACT	TITLE	TELEPHONE	EMAIL
Short Explanation			
Darlene Zarazu	Director of Educational Partnerships	(310) 900-1600 Ext. 2763	dzarazu@compton.edu
Mario Hernandez	Outreach and College/Promise Coordinator	(310) 900-1600 Ext. 2767	mhernandez6@compton.edu
Joseph Rivera	Student Services Advisor	(310) 900-1600 Ext. 2755	drivera7@compton.edu
Maly Kim	Student Services Advisor	(310) 900-1600 Ext. 2766	mkim8@compton.edu
Amanda Renteria	Dual Enrollment Specialist	(310) 900-1600 Ext. 2026	arenteria@compton.edu
Lilia Chavez	Dual Enrollment Specialist	(310) 900-1600 Ext. 2028	Lchavez7@compton.edu
Kimberly Diaz	Dual Enrollment Specialist	(310) 900-1600 Ext. 2768	kdiaz4@compton.edu
Alejandra Campos	Dual Enrollment Specialist	(310) 900-1600 Ext. 2029	acampos6@compton.edu
Short Explanation:			
Felecia Hatten	Associate Registrar, Admissions and Records	(310) 900-1600 Ext. 2045	fhatten@compton.edu
Rafaela Caldas	Records Specialist	(310) 900-1600 Ext. 2043	rmiracaldas@compton.edu
Monique Nettle	Records Specialist	(310) 900-1600 Ext. 2044	mnettlles@compton.edu
DEPARTMENTS	CONTACT	WEBPAGE	
Admissions and Records	(310) 900-1600, Ext. 2050	Admissions and Records	
Bookstore	(310) 900-1600, Ext. 2820	Bookstore	
Canvas Assistance	(424) 213-6003	Distance_ed@compton.com	
Counseling Department	(310) 900-1600, Ext. 2076	Counseling Department	
ITS Helpdesk (Password reset, MyCompton access)	(310) 900-1234	helpdesk@compton.edu	
Library	(310) 900-1600, Ext. 2175	Library	
Student Success Center (Tutoring)	(310) 900-1600, Ext. 2535	Student Success Center	
Special Resource Center	(310) 900-1600, Ext. 2402	Special Resource Center	
DualEnroll.com Account Creation Info.		Student Registration Guide	
Application or Registration Questions	admissions@compton.edu		
Educational Partnerships	dualenrollment@compton.edu		
Welcome Center	(310) 900-1600, Ext 2079	Welcome Center	
Course Offerings		Class Schedule	