



# ORANGE COAST COLLEGE DUAL ENROLLMENT FORM

The following 9<sup>th</sup>-12<sup>th</sup> grade student requests permission to enroll at Orange Coast College for “advanced scholastic or vocational coursework” not available at their high school. Please complete, sign, and email this form to Dual Enrollment at [dualenrollment@occ.cccd.edu](mailto:dualenrollment@occ.cccd.edu) for each semester you would like to enroll. Admission and enrollment are contingent upon meeting the requirements of the California Education Code, Section 48800, as determined by the high school and college.

**Note:** Students must apply to OCC and have an OCC Student ID number **PRIOR** to submitting this form.

<b>ENROLLMENT PERIOD</b>	Spring/Intersession	Summer	Fall	Year: _____
<b>STUDENT INFORMATION</b>				Grade: _____
Last Name _____		First Name _____		Middle Name _____
Date of Birth _____	Age _____	Expected Graduation Date: ____/____/____		
Street Address _____	City _____	State _____	Zip Code _____	Phone # _____
OCC Student ID Number _____	OCC Email _____	<b>Student Signature/Date</b> _____		
<b>PERMISSION OF THE PARENT</b> (I have read, understand, and agree to the Dual Enrollment requirements as stated on the reverse side of this form, and I authorize my son/daughter to enroll.)				
Parent Name (Please Print) _____			Parent Signature/Date _____	
<b>PRINCIPAL’S RECOMMENDATION(S)</b> I certify the following; the student has demonstrated preparation for college level coursework; the OCC course(s) listed in the current OCC class schedule is/are not available at the high school; the enrollment of this student is within 5% statutory limit as defined by section 76001(i) of the California Education Code.				
<b>NOTE:</b> Principal Recommendation is course specific. Please include alternative courses (if any), in the event that the course is full. This form does not guarantee a space in the course(s). All course prerequisites must be met prior to enrolling in classes. Students can take a maximum of 11 units in the fall and spring semesters, and 3 units in summer and intersession.				
Recommended Course #1:	Course Title/Number: _____	Units #: _____		
Recommended Course #2:	Course Title/Number: _____	Units #: _____		
Recommended Course #3:	Course Title/Number: _____	Units #: _____		
Recommended Course #4:	Course Title/Number: _____	Units #: _____		
Recommended Course #5:	Course Title/Number: _____	Units #: _____		
High School Name _____		Complete Address, Street, City, State, Zip Code _____		
Name of Principal/Designated Alternate (Please print) _____		Principal’s Signature/Designated Alternate _____		Date _____

# ORANGE COAST COLLEGE

## DUAL ENROLLMENT REQUIREMENTS

### PLEASE COMPLETE THE FOLLOWING STEPS TO ENROLL:

**STEP 1 – APPLY FOR ADMISSION** – You may apply on-line (via the OCC website) for the first semester you plan to attend. You do not need to reapply in subsequent semesters unless you skip 2 primary semesters or will be graduating from high school to attend as a first-time college student.

**STEP 2 – COMPLETE THE DUAL ENROLLMENT FORM** (this form) – Complete this form after you are admitted and have received your OCC Student ID Number. Have your high school principal or designated alternate complete the “Principal’s Recommendations Section” then email this form to [dualenrollment@occ.cccd.edu](mailto:dualenrollment@occ.cccd.edu). Once this form has been received and processed, Dual Enrollment will post permission to take the course(s) listed on this form so that you may register on or after your registration date and time. You will be notified by OCC email when the form is processed. Students planning on taking courses at Golden West College or at Coastline College must also complete the dual enrollment form for that college. This form is for OCC courses only.

**STEP 3 – REGISTER FOR THE COURSE(S)** – You may register for the course(s) for which you have been approved anytime on or after your registration date and time. You must meet all course pre-requisites. After you register, you are responsible to pay your semester fees. If the course(s) you are approved for is closed, you may petition the course(s) by attending the first-class meeting and requesting an “Add Permit” from the instructor (follow the instructions to register on the permit). **NOTE:** you are not permitted to waitlist classes.

### IMPORTANT INFORMATION FOR YOUR SUCCESS AT ORANGE COAST COLLEGE

1. **TRANSCRIPTS** - Enrollment at Orange Coast College creates an official college transcript, which is released only with the request and signature of the student regardless of the student’s age. You are fully responsible for your academic and financial record after you have registered for your course. Grades are available approximately 15 working days after the end of the semester. Students may access their grades via the MyCoast portal. Official transcripts may be ordered several weeks before the end of the semester and are processed in the order received once grades are available.
2. **FEES** - Students enrolled in Dual Enrollment and classified as California residents under Title V Education Code, do not pay the per unit enrollment fee. However, Dual Enrollment students are charged the Health Fee, College Service Charge, Student Representation Fee, and any material fees if applicable.
3. **FIRST DAY OF CLASS** - Students must attend the first-class meeting or risk being replaced by another student at the discretion of the instructor. A one-semester course typically covers the content of a full-year high school course. OCC students are expected to study a minimum of two hours outside of class for each hour of classroom instruction.
4. **DROPPING A CLASS** - If you decide not to attend, official withdrawal from the course on MyCoast is your responsibility. There are specific deadlines for fee obligation, refunds, “W” grades, and letter grades. Please check your Student Class Program (Web Schedule Bill) via your MyCoast portal, OCC website, or call the Answer Center at (714) 432-5772 to verify deadlines.
5. **PROGRAM POLICIES** -
  - **OCC offers an adult learning environment.** Parents and students are requested to select appropriate classes, subject to college policy and procedures. The school and the college determine who may enroll based on their judgement of the applicant’s eligibility. The college has the right and responsibility to restrict enrollment for reasons of health and safety, appropriateness of the course, preparedness of the student, availability, registration policy, and college policy. Minimum school day attendance at the student’s regular school is required by law.
  - **Students must complete all required steps** for approval prior to enrollment for each course and semester.
  - **Students are responsible** for all rules and regulations at OCC and are expected to read the admissions and registration instructions in the current OCC Class Schedule, Catalog, and college website.