



**ORANGE COAST COLLEGE
STANDARD DUAL ENROLLMENT FORM**

The following 9th-12th 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 the Dual Enrollment Office at dualenrollment@occ.cccd.edu for each course/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 receive a Coast District (OCC/GWC/CC) Student ID number/email PRIOR to submitting this form. All dates should be formatted in mm/dd/yyyy. Use black ink only. ALL FIELDS BELOW ARE REQUIRED.

ENROLLMENT PERIOD <i>Select ONE Semester</i>	Fall	Spring/Intersession	Summer	Year: _____
STUDENT INFORMATION				
Last Name _____		First Name _____		Middle Name _____
Date of Birth _____	Age _____	Current High School Grade Level _____	Expected H.S. Graduation Date _____	
Street Address _____		City _____	State _____	ZIP Code _____ Phone # _____
Coast District Student ID# <i>CO#####</i>	Coast District Student Email <i>username@student.cccd.edu</i>	Student Signature _____		Date _____
PERMISSION OF THE PARENT (I have read, understand, and agree to the Dual Enrollment requirements as stated on the reverse side of this form, and I authorize my child to enroll.)				
Parent Name (Please Print) _____		Parent Signature _____		Date _____
PRINCIPAL'S RECOMMENDATION(S) 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.				
Note: 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, 9 units in the summer semester, and 3 during intersession.				
<i>EXAMPLE: Course #0</i>	<i>Subject/Number: ENGL A100</i>	<i>Title: Freshman Composition</i>	<i>Units #: 3.0</i>	
Course #1:	Subject/Number: _____	Title: _____	Units #: _____	
Course #2:	Subject/Number: _____	Title: _____	Units #: _____	
Course #3:	Subject/Number: _____	Title: _____	Units #: _____	
Course #4:	Subject/Number: _____	Title: _____	Units #: _____	
Course #5:	Subject/Number: _____	Title: _____	Units #: _____	
High School Name _____		Complete Address, Street, City, State, ZIP Code _____		
Principal/Designated Alternate's Email _____		Principal/Designated Alternate's Phone # _____		
Name of Principal/Designated Alternate (Please Print) _____		Principal/Designated Alternate's Signature _____		Date _____

ORANGE COAST COLLEGE

DUAL ENROLLMENT REQUIREMENTS

PLEASE COMPLETE THE FOLLOWING STEPS TO ENROLL:

STEP 1 – APPLY FOR ADMISSION – You may apply online ([via the OCC website](#)) for the first semester you plan to attend. You do not need to re-apply in subsequent semesters unless you skip 2 primary semesters or will be graduating from high school to attend as a first-time college student. Once you submit your application you will receive an email confirmation. After 3-7 business days you will receive your acceptance email containing your student ID# and email address.

STEP 2 – COMPLETE THE DUAL ENROLLMENT FORM (this form) – Complete this form after you are admitted and have received your Coast District Student ID Number. Have your high school principal or designated alternate review the [Class Schedule](#) with you and complete the “Principal’s Recommendations Section”, then email this form to dualenrollment@occ.cccd.edu. Once this form has been received and processed, the Dual Enrollment Team 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 through your Coast District email when the form is processed. *This form is good for classes at OCC only. If you want to take courses at Coastline College or Golden West College, you will need to complete separate dual enrollment forms for those colleges.*

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/are 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).

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. Please see our webpage for the most updated [Enrollment Fees](#).
- 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. Coast District 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, officially withdrawing 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](#).