HIGH SCHOOL DUAL ENROLLMENT - OUSD DIAGRAM

NEW STUDENT

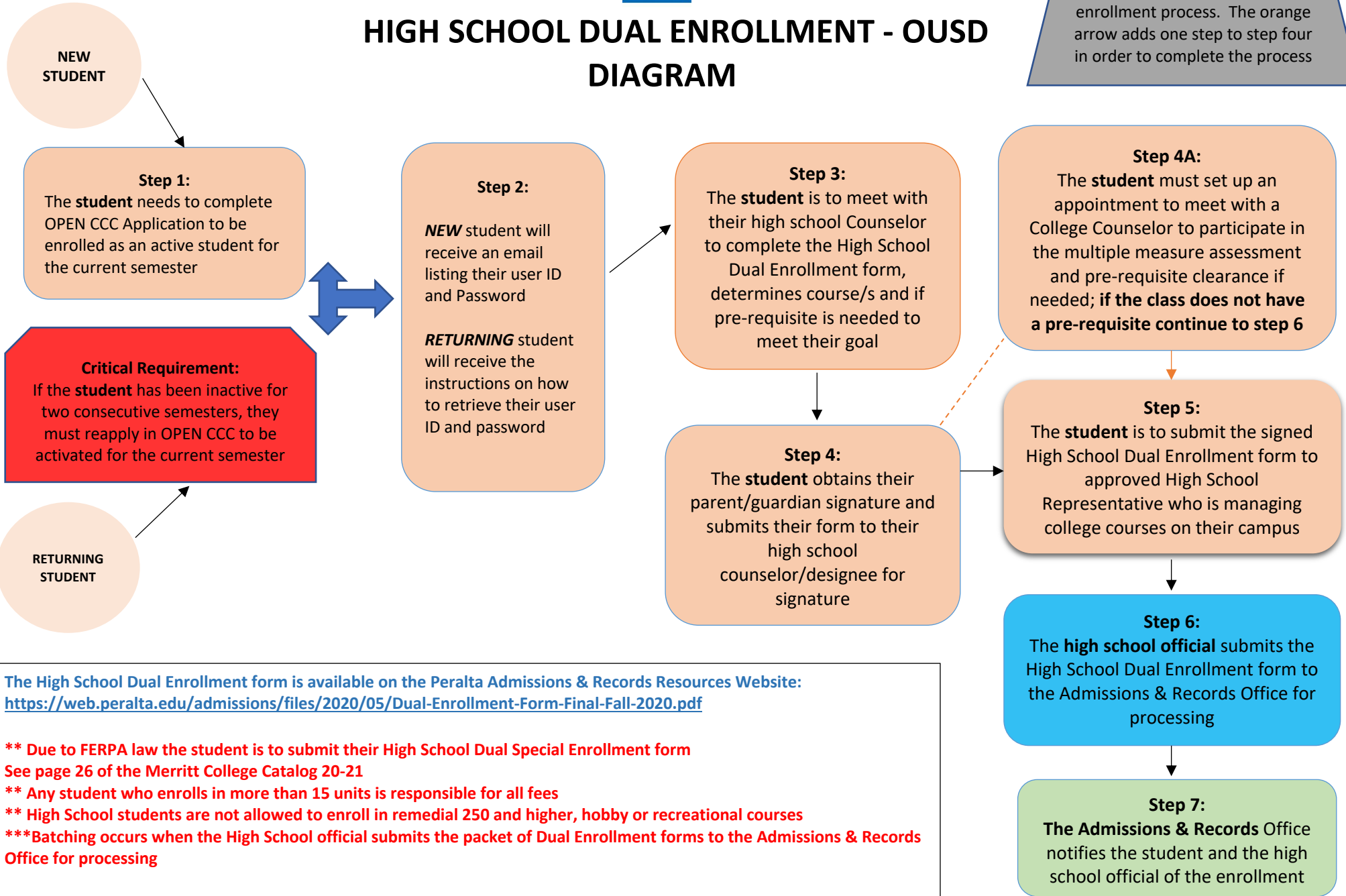**RETURNING STUDENT**

**** Point of Reference:**
The black arrow denotes seamless enrollment process. The orange arrow adds one step to step four in order to complete the process

Step 1:
The **student** needs to complete OPEN CCC Application to be enrolled as an active student for the current semester

Critical Requirement:
If the **student** has been inactive for two consecutive semesters, they must reapply in OPEN CCC to be activated for the current semester

Step 2:

NEW student will receive an email listing their user ID and Password

RETURNING student will receive the instructions on how to retrieve their user ID and password

Step 3:
The **student** is to meet with their high school Counselor to complete the High School Dual Enrollment form, determines course/s and if pre-requisite is needed to meet their goal

Step 4:
The **student** obtains their parent/guardian signature and submits their form to their high school counselor/designee for signature

Step 4A:
The **student** must set up an appointment to meet with a College Counselor to participate in the multiple measure assessment and pre-requisite clearance if needed; **if the class does not have a pre-requisite continue to step 6**

Step 5:
The **student** is to submit the signed High School Dual Enrollment form to approved High School Representative who is managing college courses on their campus

Step 6:
The **high school official** submits the High School Dual Enrollment form to the Admissions & Records Office for processing

Step 7:
The Admissions & Records Office notifies the student and the high school official of the enrollment

The High School Dual Enrollment form is available on the Peralta Admissions & Records Resources Website:
https://web.peralta.edu/admissions/files/2020/05/Dual-Enrollment-Form-Final-Fall-2020.pdf

**** Due to FERPA law the student is to submit their High School Dual Special Enrollment form**
See page 26 of the Merritt College Catalog 20-21
**** Any student who enrolls in more than 15 units is responsible for all fees**
**** High School students are not allowed to enroll in remedial 250 and higher, hobby or recreational courses**
*****Batching occurs when the High School official submits the packet of Dual Enrollment forms to the Admissions & Records Office for processing**

SPRING/2021 LC/SDL/JS