

NEW STUDENT

# **ELEMENTARY & MIDDLE SCHOOL SPECIAL ENROLLMENT**

**DIAGRAM** 

#### Step 1:

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

\*\* The OPEN CCC does not populate the application for students under the age of 13. the student is under the age of 13, the student must obtain the paper application via link below, complete and submit to Admissions & Records

#### Step 2:

**NEW** students will receive an email listing their user ID and Password

**RETURNING** students will receive instructions to retrieve their user ID and password

Step 3:

The **student** must complete

the Elementary & Middle

School Special Enrollment

form and obtain their

school principal and

parent/guardian signature

#### Step 4:

The **student** must meet with a College Counselor for prerequisite clearance; **if the class does not have a pre-requisite**, **and step 4A & 4B do not apply. Continue to step 5** 

#### Step 4A:

If, the **student** wishes to enroll in more than six units the Excess Unit form must be completed and submitted along with the transcript to the VPSS and/or Designee for authorization

## Step 4B:

Once the form has been signed and authorization for Excess Units approved the form will be forwarded by the VPSS and/or Designee to the Admissions & Records Office for enrollment

#### Step 5:

\*\*Point of Reference:
The black arrow denotes a seamless

enrollment process. The orange arrow

adds two additional steps in step four that are required to complete the

process

The **student** is to submit the Elementary & Middle School Special Enrollment form to Admissions & Records

#### Step 6:

The Admissions & Records
Office notifies the student of
the enrollment outcome

### 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

RETURNING STUDENT

The Elementary & Middle School Special Enrollment Form is available on the Peralta Admissions & Records Website: https://www.merritt.edu/admissions/wp-content/uploads/sites/5/2021/10/Elementary-Middle-school-especial-enrollment-REVISED-F-04-18-2016.pdf

- \*\* Due to FERPA law the student is to submit their High School Special Enrollment form. See page 26 of the Merritt College Catalog 20-21 \*\* Elementary and Middle School students are only cleared to enroll in one course and up to 6 units with authorization
- \*\* Elementary and Middle School students are not allowed to enroll in remedial 250 and higher, hobby or recreational courses

SPRING/2021 LC/SDL/MRC