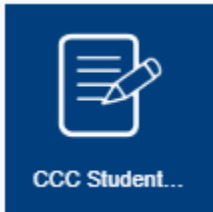


Concurrent Enrollment (Special Admit) Form

Participants: Student>Parent/Guardian>School Designee>Admissions

- 1.) The first step to completing this form is to login to your InSite account. Once logged in, please select the **CCC Student Forms** tile. The form may also be found on the [Admissions Forms](#) Page



- 2.) Look for the **Concurrent Enrollment (Special Admit) Form** and click the link to continue.

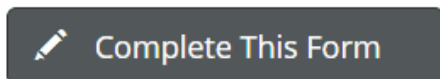
A light blue rectangular button with a hamburger menu icon on the left and the text "Concurrent Enrollment (Special Admit) Form" in bold.

- 3.) You will be greeted by the Welcome Screen. Click **Complete This Form** to begin.

Welcome to Dynamic Forms

Let's get started, Michael.

The Concurrent Enrollment Form (Special Admit) form needs to be completed.



You can check back here anytime to view your [Pending / Draft Forms](#) and review your completed [Forms History](#).

Thank you for using Dynamic Forms!

NOTE: You may come back to this screen any time after you submit the form to view the status. Once all signatures have been received you will be able to download a completed copy of the PDF form. You will also receive emails at every step letting you know when each participant has completed their section of this form.

4.) Read the Student Expectations and Responsibilities and click **Next** to continue.



Special Admit Enrollment

Concurrent Enrollment (Special Admit) Expectations and Responsibilities

- Title 2, Chapter 5, Article 1, Section 4880 of the California Code allows the governing board of any school district to determine which students would benefit from advanced scholastic or vocational work. The intent of this section of the California Education Code is to provide educational enrichment opportunities for a limited number of eligible pupils, rather than reduce current course requirements of elementary and secondary schools.
- Contra Costa College reserves the right to exclude or limit enrollment of special admit students into impacted programs and other programs or courses based on health, safety, instructional methodology, faculty constraints, or legal requirements.
- Students enrolling in PE activity courses are subject to the 10% limit for each section.
- New and returning high school students must submit a college application (online) along with a Concurrent Enrollment (Special Admit) Form. Continuing high school students need not reapply.
- Please submit your application online prior to your enrollment date.

Student Responsibilities

- You may register for approved classes only. Registering for non-approved classes will result in a loss of Concurrent (Special Admit) enrollment privileges.
- All coursework taken at CCC become a permanent part of your college academic history. Grades received or excessive drops have implications for future status involving financial assistance, athletic eligibility, academic standing, etc.
- Clear prerequisites and arrange for testing, if necessary.
- You are responsible for reviewing and abiding by all academic and student life policies in the Schedule of Classes and the College Catalog.
- You are required to meet all academic deadlines.
- Books and materials must be purchased for all classes. They are not loaned or given out free of charge.
- Concurrent (Special Admit) students are exempt from enrollment fees if enrolled in less than 12 units. However, concurrently enrolled students must pay the student representation fee (\$1) and the Student Activity Fee (\$5) which is optional. These fees are due each semester. Please see the catalog for more information.
- **If you are coded as a non-resident, it is your responsibility to correct that assignment before the end of the semester if you believe it to be untrue. Contact the Admissions and Records Office immediately upon receiving a non-resident letter.**
- CCC is an adult academic learning environment and you are expected to behave accordingly.
- By signing the space provided on this form, you agree that you are eligible to enroll as a Concurrent (Special Admit) student and will abide by all CCC policies and procedures. Additionally, you agree that you have reviewed these expectations with your parent or guardian.
- Home schooled students must provide verification of an Affidavit for Home Schooling, filed with the Department of Education, at the time of registration.

5.) Your name, student ID number, and college email will automatically populate in the fields below. You will need to select the **Term**, enter a valid **phone number**, and your **date of birth**.

6.) You will be asked to enter the name and email of your **Parent/Guardian** (if you will be under the age of 18 on the first date of the term). You will also choose the **designee** from your school from the dropdown list. If the **designee** is not listed, please enter the name and email of the **designee** in the field below the dropdown.



Concurrent Enrollment Form (Special Admit)

Term *

Part I - Student

First Name: *	<input type="text" value="Michael"/>	Last Name: *	<input type="text" value="Simpson"/>	Student ID: *	<input type="text" value="1198568"/>
Phone: *	<input type="text"/>	Email: *	<input type="text" value="msimpson568@email.4cd.edu"/>	Date of Birth: *	<input type="text"/>
Parent/Guardian Name: *	<input type="text"/>	Parent/Guardian Email: *	<input type="text"/>		

Please answer all questions on this form. Once you sign the form, the designee at your high school will be emailed the form to approve and sign. After the high school designee submits the form, your parent/guardian will receive an email to complete their portion of the form.

Are you home schooled? *

Name of School/Designee *

Please enter the name and email of your designee if it is not in the list above: Name Email

This is the email address on file for the designee at your high school. Please ensure it is correct.

NOTE: Please make sure the email is correct. Each participant above will receive an email with the link to the Dynamic Forms website. The participants will need to create an account and login to complete this form. Incorrect emails may delay the processing of this form.

7.) You will also need to answer the question regarding the release of your educational records and check the box next to the statement regarding grades and your permanent record. Since you will be allowed to register online you will only need to enter the name and course number of the class you wish to enroll in. Click to Sign the form and click **Submit Form** at the bottom of the page.

* I authorize Contra Costa College to release my educational records to my parent/legal guardian (as noted below) or to my high school, if requested.

* I understand that grades earned remain on my permanent records at Contra Costa College.

Course Name
ex. HIST-120

*

* _____
Student Signature Date

NOTE: You are not required to authorize the release of your educational records to your parent/guardian or school designee. You should discuss this option before completing this form.

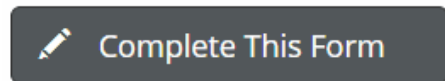
You will receive an email confirmation once the form has been processed.

After you submit the form a message will be sent to the designee at your school and the parent email that you entered on the form. Your school designee and parents will need to each create a Dynamic Forms account using the instructions below and then electronically sign the form. After creating the account and logging in they will be taken to the following screen.

Welcome to Dynamic Forms

Let's get started, Michael.

The Concurrent Enrollment Form (Special Admit) form needs to be completed.



You can check back here anytime to view your [Pending / Draft Forms](#) and review your completed [Forms History](#).

Thank you for using Dynamic Forms!

8.) The form will be routed to the **designee** at your school and to your **parent/guardian** for signatures. If your parent/guardian and designee have never used Dynamic Forms they will be required to create an account. This is a one-time set up. Once set up they will be able you to go back into your account and view your forms at any time. The account is free.

a) To set up your account, when you click on the message asking you to access the form follow these steps.

i. You will first be taken to the following screen:

Log In

Sign in to complete the **Concurrent Enrollment Form (Special Admit)** form as requested by **Contra Costa Community College District**.

User Name

Password

Log In

[Create New Account](#) [Forgot User Name?](#) [Forgot Your Password?](#)

ii. Click on the “Create New Account” link.

iii. You will be asked to create a user name and password.

Create a new account

Our enrollment process is fast, easy and secure. Once enrolled, you will immediately have convenient online access to complete required forms, view pending forms, and review your completed forms history.

Please complete all of the information below

Username *

Username restrictions:

- Must be at least 8 characters long
- Must contain at least one letter.

Set Password *

Confirm Password *

Password restrictions:

- Must be at least 8 characters long
- Cannot contain your username.
- Must contain 3 of the 4 types of characters below:
 - upper case letters
 - lower case letters
 - numbers

▲ Username is a required field

▲ This username you entered already exists in our system.
New Users: please select another username.
Existing Users: please [Sign In](#) or [Reset your Password](#).

▲ Password is a required field

iv. Scroll down and enter some basic information and click on “Create Account.”

First Name *
 Last Name *
 E-mail Address *
 Confirm E-mail Address *
 Secret Question *
 Secret Question Answer *
 Answer Hint *

- v. You will then be taken to the home page. Since you have now created an account, you will be able to login and complete your Dynamic Form without creating a new account.

Welcome to Dynamic Forms!

This page offers you access to your Pending / Draft Forms and your completed Forms History.

If you need to start a new form, please go to your college or university website to access a link to the proper form. Thank you for using Dynamic Forms!

-
-
-

- vi. Click on Pending/Draft Forms to access the form you need to complete and/or sign. You will then click on the “complete form” button to access the form.

Pending / Draft Forms 1

Form Filter: Show All Forms | Text Filter: Type to search

Form Name	Date	PDF	HTML	Action
Concurrent Enrollment Form (Special Admit) <small>Started By: Michael Simpson</small>	<small>Signature Request Date: 4/15/2020 12:02:42 PM</small>			<input type="button" value="Complete Form"/>

9.) Your school designee will enter the name and phone number of the school and will then sign the form. Once signed all participants will receive an email notifying you that the form has moved on to the next participant.

Part III – Principal’s Recommendation & Certification

The above named student meets all the following criteria as defined by Education Code 48800.5 and 76001:

- Demonstrates adequate preparation in the discipline to be studied.
- Is able to benefit from college instruction.
- Is part of a dual enrollment program/class.

For Summer Students ONLY:

- This recommendation does not exceed five percent of the students at the same grade level.
- The student has exhausted all opportunities to enroll in an equivalent course, if any, at his or her school of attendance.

Principal/Designee Name:	*	<input type="text"/>	Name of School:	*	<input type="text"/>
Principal/Designee Email:	*	<input type="text"/>	Principal/Designee Phone Number:		<input type="text"/>
Principal/Designee Signature	*	<input type="text"/>			<input type="text"/>
		_____			_____
			Date		

10.) Your parent will then login to sign and submit the form.

Part II - Parent/Guardian

I am the parent or legal guardian of the above named student. I acknowledge that my child, as a college student, will be expected to adhere to all college rules of conduct, as well as the expectations and responsibilities detailed on the back of this form. I understand that in accordance with State and Federal law, I will not have the right to access my child’s records without his/her written consent.

Parent/Guardian Name (Printed) *

*

_____	_____
Parent/Guardian Signature	Date

Admissions and Records will process your form in 24-48 hours. We will send an email once the registration date has been posted. Once assigned, students can enroll in the classes listed on their form using the InSite online registration system. Students must first add the class to their educational plan and then register from there.