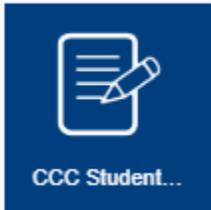


MCHS & Gateway Concurrent Enrollment Form

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. This form may also be found on the [Admissions Forms Page](#)



- 2.) Look for the **Middle College High School/Gateway to High School (Special Admit) Form** and click the link to continue.

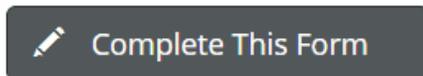


- 3.) You will be greeted by the Welcome Screen. Click **Complete This Form** to begin.

Welcome to Dynamic Forms

Let's get started, Michael.

The Middle College HS/ Gateway to College Special Admit Form 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 - Middle College HS/ Gateway to College

Expectations and Responsibilities for Dual/Concurrent Enrollment

Steps to Enrollment

1. Meet with your high school counselor to determine which college course would be most suitable for you.
2. Complete the online application for admission at www.contracosta.edu. If you need assistance, please call the Welcome Center at 510-215-4110.
3. Complete the special admit form with your **parent/guardian's signature**.
4. Take the completed special admit form to your high school for the **principal's signature**.
5. Some courses require the completion of coursework before you can register for the course you are interested in. These are called prerequisites. *A high school transcript may be necessary to clear your prerequisites.* You can also go to the Assessment web page to enter your course information for English and Math to receive placement results.
6. Enroll in courses using your InSite Portal by clicking on the registration tile. Your InSite Portal will also show your registration. *Students registering in person must have a section number for the course they are registering for.*
7. Attend the first course meeting to avoid losing your seat to another student.

Rules for Special Admit Students

- 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.
- State law requires us to limit the enrollment in PE courses, which makes them hard to get. Instead of listing a specific PE course on the special admit form, write "physical education course" to broaden your options.

Student Information and Responsibilities

- All coursework taken at CCC becomes 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.
- You are responsible for reviewing and abiding by all academic and the Student Code of Conduct in the Schedule of Courses and the College Catalog which can also be found on the CCC website.
- You are required to meet all academic deadlines. Please familiarize yourself with these deadlines which are included for each individual class on the class schedule in the InSite Portal.
- You will be sent an email to the email account listed on your admissions application indicating how to access your InSite email account. **All college communication will be sent to your InSite email account.**
- Students who receive an email indicating that they are coded as a non-California resident must verify their residency status with Admissions and Records or the student will be responsible for non-resident fees. **Contact the Admissions and Records Office immediately upon receiving a non-resident email for instructions.**
- CCC is an adult academic learning environment and you are expected to behave accordingly and follow the Student Code of Conduct.
- Home-schooled students must provide verification of an Affidavit for Home-Schooling, filed with the Department of Education, at the time of registration.

Parent or Guardian Information

- Special Admit students are treated like every other college student. All college coursework is governed by the Family Educational Rights and Privacy Act (FERPA) which allows release of academic information, including grades, to the student only – regardless of age. Academic information is not released to parents or third parties without written consent of the student. Information is only released to the authorized party in person or in writing. To give consent to anyone other than a parent/guardian, students must complete a Student Consent for Access to Education Records form and submit to the Admissions and Records Office in the Student Services Center at Contra Costa College (SSC-115).
- CCC Admissions and Records Office does not keep daily attendance records for students. College offices or instructors cannot provide parents with attendance information even if there is a FERPA release on file.
- By entering a college environment, your son or daughter will be experiencing diverse ideas and concepts that may involve sensitive topics that are not common in the high school setting.

5.) Your name, student ID number, and college email will automatically populate in the fields below. You will need to select the **Term**, **name of the school**, 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).



Special Admit Enrollment - Middle College HS/ Gateway to College

Term: * Fall 2020 | Name of School: * -- Choose --

Part I - Student

First Name: * Michael | Last Name: * Simpson | Student ID * 1198568
Phone: * | Email: * msimpson568@email.4cd.edu | Date of Birth *
Parent/Guardian Name: * | Parent/Guardian Email: *

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.

Residency (This section is to be completed by nonimmigrant and non-resident students only)
Senate Bill 150 (SB150) allows CCC to exempt a student attending as a special part-time student from paying nonresident tuition. In compliance with SB150, I certify that I am a nonimmigrant, am undocumented, or a non-resident student as defined by federal law. I also certify I have not been granted T or U visa status. I have attached a copy of my most recent middle school or high school transcript.

* (click to sign) _____
Student Signature | Date

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. Click to Sign the form and click **Submit Form** at the bottom of the page.

NOTE: You are not required to authorize the release of your educational

* 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.

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* (click to sign)

Student Signature

Date

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.

8.) The form will be routed to your parent/guardian to sign. If your parent/guardian 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 the parent/guardian account your parent/guardian will click on the link in their email message asking 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 is a required field

Username restrictions:

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

Set Password * ▲ Password is a required field

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

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

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 *

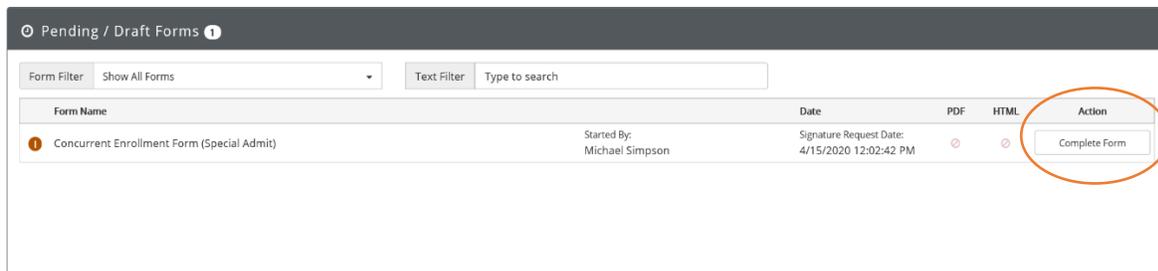
v. You will then be taken to the home page. Since you have now created an account, you will be able to login and complete your Dynamic Form without creating a new account.

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.



9.) Your parent will then 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

Once signed by your parent/guardian, the form will be routed to the high school designee. You will receive an email once the form has been signed.

Admissions and Records will process your form in 24-48 hours after being signed by the high school designee. 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.