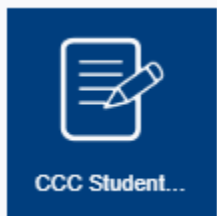


Concurrent Enrollment (Special Admit) Form

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.



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

A light blue rectangular tile with a dark blue icon of three horizontal bars on the left and the text "Concurrent Enrollment (Special Admit) Form" in dark blue.

- 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.

A dark grey rounded rectangular button with a white pencil icon on the left and the text "Complete This Form" in white.

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) If you have never used Dynamic Forms before, you will need to create an account. The same will be true for your parents. This is a one-time set up. Once you are set up you 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:

The screenshot shows a 'Log In' form with the following elements:

- Log In** (header)
- Sign in to complete the **Concurrent Enrollment Form (Special Admit)** form as requested by **Contra Costa Community College District**.
- User Name** (input field)
- Password** (input field)
- Log In** (button)
- [Create New Account](#) (link)
- [Forgot User Name?](#) (link)
- [Forgot Your Password?](#) (link)

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

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

The screenshot shows the 'Create a new account' screen with the following elements:

- Create a new account** (header)
- 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 *** (input field) with a red error message: **Username is a required field**. Below the field, it says: **Username restrictions:**
 - Must be at least 8 characters long
 - Must contain at least one letter.
- Set Password *** (input field) with a red error message: **Password is a required field**. Below the field, it says: **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
- Confirm Password *** (input field)
- Below the 'Set Password' field, there is a red error message: **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.”

Registration form fields:

- First Name *: Catherine
- Last Name *: Fites
- E-mail Address *: catherinefites@yahoo.com
- Confirm E-mail Address *: catherinefites@yahoo.com
- Secret Question *: What was the name of your first girlfriend/boyfriend? (dropdown)
- Secret Question Answer *: jony
- Answer Hint *: quincy
- Create Account button

- 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!

- Pending / Draft Forms
- Forms History
- Manage your Account

- 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.

Form Name	Date	PDF	HTML	Action
Concurrent Enrollment Form (Special Admit) Started By: Michael Simpson	Signature Request Date: 4/15/2020 12:02:42 PM			Complete Form

- 5) On this next screen you will be asked to provide the name and email of your **Parent/Guardian** and the **Designee** at your school. This is usually the Principal or a Counselor who is authorized to approve the courses you wish to enroll in. There will be a drop down box to choose from. Choose the one that corresponds

Instructions



Please provide your parent or guardians name and email and the name and email of the Principal or Designee at your school. They will need to sign the form once you submit it. If the email does not display in their inbox please check the spam/junk folders. Your parent or guardian and Principal/Designee will need to click the attached link and create an account to sign the form.

Form Participants

Parent		
First Name	Last Name	Email
<input type="text"/>	<input type="text"/>	<input type="text"/>

High School Designee		
First Name	Last Name	Email
<input type="text"/>	<input type="text"/>	<input type="text"/>

with your current school. Click **Next** to continue.

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.

- 6) 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.

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



CONTRA COSTA COLLEGE

Concurrent/Dual Enrollment Form (Special Admit)

Term * Summer 2020 ▼

Part I - Student

First Name: * Michael Last Name: * Simpson Student ID * 1198568
 Phone: * (510) 215-7800 Email: * msimpson568@email.4cd.edu Date of Birth * 01/01/2001

* Yes ▼ 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.

...3230363831
 Michael Simpson 04/22/2020
 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.

- 8) The next section is where you will enter the course name and section number for the course you wish to enroll in at Contra Costa College. Instructor name is optional. Once you enter the information above click **Submit Form**.

Section ex. 0001	Course Name ex. HIST-120	Instructor First Name ex. John	Instructor Last Name ex. Comet
* 1637	* ENGL-001A	Jessi	Phillips

Are you home schooled? * No ▼

Previous Save Progress Submit Form

[View Form PDF](#)

If you need a copy of this form, please view and print or save this form now. This form contains confidential fields which you may not be able to view once it has been processed.

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

- 9) After you submit the form a message will be sent to the parent email that you entered on the first screen. Your parents will need to create a Dynamic Forms

account using the instructions above and then electronically sign the form. After creating the account and logging in they will be taken to the following screen.



CONTRA COSTA COLLEGE

Concurrent/Dual Enrollment Form (Special Admit)

Term * Summer 2020

Part I - Student

First Name: * Michael Last Name: * Simpson Student ID * 1198568
Phone: * (925) 354-6636 Email: * msimpson568@email.cd.edu Date of Birth * 03/07/1990

* Yes 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.

* ...3632363436

Michael Simpson

Student Signature

04/15/2020
Date

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) * Catherine Frost

(click to sign)

Parent/Guardian Signature

Date

- 10) Your parents will click in the box to sign. Their name will appear with blank boxes for them to retype their name in the listed boxes. After entering the information they should click "sign electronically". A message will pop up letting you know that they have completed the form.

Sign electronically [X]

Please read the [Disclosure / Consent](#) before you sign your form electronically.

Typing your name exactly as it appears below signifies you are completing this form using an electronic signature. By signing electronically, you are certifying that you have read and understand the Disclosure/Consent and agree to electronically sign. You also agree to receive required disclosures or other communications related to this transaction electronically.

To continue with the electronic signature process, please enter your name and click the "Sign Electronically" button to save your information and submit your electronic signature.

Catherine
Catherine
Frost [X]
Frost

If you would like to opt out of electronic signature, please click the "Opt out and print" link below to save your information and print a local copy for your signature.

[Opt out and print](#)

11) The principal or counselor at your school will receive an email that a form is ready for their review and signature. After creating a new Dynamic Form account, they will be taken to the following screen.

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) * Catherine Frost
 ...3635313232
 * Catherine Frost 04/15/2020
 Parent/Guardian Signature Date

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: * Catherine Smith Principal Signature * (click to sign) _____ Date _____
 Name of School: * _____ Principal's Phone Number: _____
 Principal Email * catherinefrost707@yahoo.com

Section ex. 0001	Course Name ex. HIST-120	Instructor First Name ex. John	Instructor Last Name ex. Comet
*1637	*ENGL-001A	Renee	Brown

Are you home schooled? * No

Previous Save Progress Reject Submit Form

12) The principal will follow the same process as the parent. They will click in the “click to sign” box, enter their first and last name in the box and click on the “sign electronically” box. They will receive a confirmation when they have completed their portion of the form and will have the opportunity to download and save an electronic copy.

13) 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.