

Steps for Enrolling in Community College class as a High School Student

STEP #1: Complete Admissions Application (“Apply for Admissions”) electronically

- To Apply to Peralta Colleges, go to <http://web.peralta.edu/enrollment-2/>
- To Apply to Contra Costa College, go to: <http://www.contracosta.edu/steps-to-success/>
- Make sure to store your username and password in a safe place
- Allow 48 hours (2 days) for your application to be processed

STEP #2: Placement Tests – required for Math and English courses only

- It is recommended that you go in person to sign-up for assessment tests.
- You may take the assessment tests at any Peralta College (BCC, Merritt, Laney, Alameda)
- You *cannot* use Peralta College assessment results for Contra Costa College/DVC
- Assessments tests are done electronically, results are immediate. Assessments last approx. 3 hrs
- For science, math or English classes, we recommend you bring an unofficial transcript

STEP #3: Complete a High School Concurrent Enrollment Form

- Forms available in the Counseling Office or on the college websites
- Forms must be completely filled out **IN PEN** by the student, including full course titles, course numbers, and parent signature.
- Form must be turned in to Counseling Office and approved by Counselor and Principal. After three school days, check the “Concurrent Enrollment Pick-Up” box in the Counseling Office to see if it has been approved and signed.
- IF you are planning to enroll in a class that AHS offers, you must also complete a “Request for Exception to Community College Enrollment Policy” and attach this with your Concurrent Enrollment form. This form is also available in the Counseling Office.

STEP #4: Course Registration

- Take your signed concurrent enrollment form **IN PERSON** to Admissions and Records to complete your class registration. Check the colleges’ websites for information about dates that enrollment will begin for High School Students.

IMPORTANT POINTS:

1. High School Students *can only enroll in classes in person* at the Admissions and Records Office
2. It is your responsibility to check on the transferability of a course for college purposes. This information is noted in the course description OR is designated by a double asterisk next to the course title. You can also check the following website: <https://hs-articulation.ucop.edu/agcourselist#/list/search/all>
3. When you are applying to college in your senior year, all work taken at any community college during high school must be reported on your applications, whether or not you completed the class and/or were satisfied with the grade, unless you drop the class during the drop period.
4. Classes taken at a Community College *will not* be added to your AHS transcript (unless the class or credits is needed for graduation).
5. An extra grade point is awarded by most colleges for most classes that are transferable to the University of California or California State University.
6. A course offered for 3 or more units is equivalent to a year-long high school class (10 credits)
7. Space is limited for high school students
8. Tuition is *free* for high school students

**** HIGH SCHOOL ENROLLMENT PERIOD BEGINS: MAY 9th for Peralta Colleges/JUNE 1st for CCC ****