

# HIGH SCHOOL CONCURRENT ENROLLMENT



CONTRA  
COSTA  
COLLEGE

# LET'S DO THIS!

We have a few suggestions for how you can make the **MOST** out of your college experience...



# INSITE PORTAL!

DO explore your **Insite Portal**

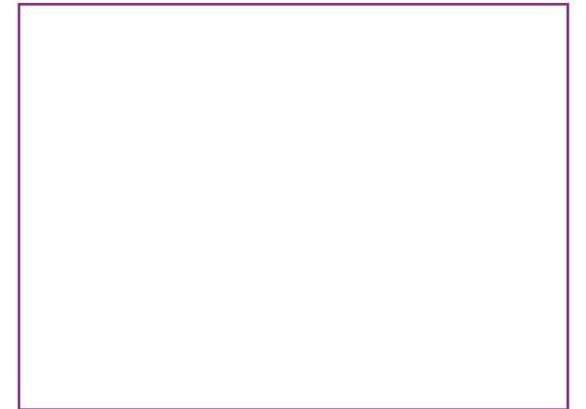
- **IMPORTANT DATES**

*(i.e. last day to drop classes without a "W")*

- **CHECK YOUR EMAIL DAILY**

*(don't forget to set-up email forwarding)*

- **CHECK FOR FEES ON YOUR ACCOUNT**





# TUTORING + LIBRARY RESOURCE CENTER

Access online tutoring  
services [HERE](#)



CONTRA  
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# Steps for Enrollment



CONTRA  
COSTA  
COLLEGE

# JOIN US

## 1 Apply to Attend Contra Costa College.

Visit [www.contracosta.edu/apply](http://www.contracosta.edu/apply).

## 2 Verify your email.

Once your account is created, you will receive an email asking you to verify your email and account. Use the link to do so. Next, within 24 hours you will receive your 7-digit ID number and instructions for logging into Insite.

## 3 Log-in to Insite

Use Insite to review your class schedule. To access Insite, visit [www.contracosta.edu](http://www.contracosta.edu) or download the app on your phone.

Username: first initial, last name, last 3 digits of ID number

Password: birthdate (mmddyy)

4

## **Get your Math + English (or ESL) Placement.**

Using your high school or college transcripts, visit [www.contracosta.edu/assessment](http://www.contracosta.edu/assessment) to determine your placement in English and Math. You may also take an assessment test in the Assessment Center.

5

## **Submit your Concurrent Enrollment form.**

Using the “Student Forms” tile in Insite, fill out your enrollment form. Indicate your parent’s email and counselor’s email from the drop down menu. The system will automatically email both parties to collect their signature. Once all signatures have been received, your form will be forwarded to Admissions and Records.

6

## **Register for your classes.**

Once your forms have been signed and submitted to the Admissions Office, you will be emailed an approval notice. Log-in to Insite to officially register for the class you have been approved for.

# APPLYING TO CONTRA COSTA



CONTRA  
COSTA  
COLLEGE

# 1 Apply to Attend Contra Costa College

Visit [www.contracosta.edu/apply](http://www.contracosta.edu/apply)

Scroll down and select:

STEP 1- Submit an Application

Click on **APPLY NOW**

**CONTRA COSTA COLLEGE** QUICK LINKS INSITE DONATE SITE INDEX APPLY

ADMISSIONS + AID CLASSES STUDENT SERVICES CAMPUS ABOUT

HOME / ADMISSIONS + RECORDS OFFICE / APPLY NOW

**Apply Now** >

Current High School Students >

International Students >

Returning Students >

Undocumented Students >

Veterans >

Residency Requirements >

Help Center >

**Welcome Center**  
Student Services Center, Room 111  
☎ 510.215.4110

**Hours**  
Monday, Thursday & Friday  
8:00 a.m. – 4:30 p.m.  
Tuesday & Wednesday  
8:00 a.m. – 7:00 p.m.  
Student Services Center Hours

**Apply Now**

Welcome! Contra Costa College has been here, being awesome, since 1949. We're glad you're thinking about joining us. We can't wait to help you achieve all the awesome things you can!

Already familiar with CCC and ready to apply? **Jump straight to our application instructions.**

**What's Awesome about CCC?**

- **High-quality instruction** – Learn from some of the best and the brightest in the Bay Area.
- **Low cost** – Spend a fraction of the cost of area colleges and universities.
- **Small campus** – Take small classes with accessible and supportive faculty.
- **Low student to counselor ratio** – Work one-on-one with a counselor to determine your goals and to create a plan to achieve them.
- **Diverse student body** – Experience a rich and inclusive learning environment!
- **Career options & majors** – Discover your talents and interests with courses from 120 degree and certificate options.
- **Tutoring** – Excel in your classes with help from knowledgeable tutors.
- **Transfer + career center** – Get help every step of the way, whether you want to apply to a four-year university or get a job.
- **Student life** – Meet other students and explore your interests through a wide range of athletics, clubs and activities.
- **Convenient classes** – Choose from online, daytime, evening, or weekend classes.

**How to Apply**

Follow these steps to become a student and a new member of the CCC community.

**Step 1 - Submit an Application**

If you are a new student, new transfer student, returning or returning transfer student, the first step is to complete an online application. Continuing students (those who were enrolled in the previous term) do not need to submit a new application.

Read more about the application process for international students, veterans or current high school students interested in concurrent enrollment.

**APPLY NOW**

# 1 Select "Create an Account"



**CONTRA COSTA COLLEGE**  
a premier community college right in your backyard

## Application to College

**Before applying to college you must first have an OpenCCC account.**

The OpenCCC single sign-in account allows you to access the online services of the California Community Colleges.

OpenCCC is a service of the California Community Colleges Chancellors Office. The information in your account is kept private and secure.



[Create an Account](#) or [Sign In](#)

**Note:** OpenCCC is a new systemwide account. Accounts from our previous application system are not available. Please create an account if you have not already done so.

If you already have an account, sign-in to complete a new application.  
\*This is your account with the state community colleges. This step comes before the actual Contra Costa Community college application.

1

# Select “Begin Creating My Account”



## Create Your OpenCCC Account

OpenCCC allows you to access California Community Colleges secure web applications.

### You Must Have an Email Address

The California Community Colleges and OpenCCC will use email to send you important information.

Free email accounts are available from many sources:

- [Google Gmail](#)
- [Yahoo Email](#)
- [Microsoft Outlook](#)
- [Other Providers](#)

Note: While all of the providers listed above have millions of users and are widely trusted, issues can arise with a particular email provider.

All information is kept secure and private as explained in the Privacy Policy. By creating an account, you agree to the Terms of Service.



[Begin Creating My Account](#)

or [Return to Sign In](#)

# Complete the OPENCCC application

This is the application for California Community Colleges NOT Contra Costa College

## Create Account

[Cambiar a español](#)

Personal Information - Page 1 of 3

**Legal Name**

Enter your legal name as it appears on official documents such as your government issued ID.

First Name

Check this box if you do not have a first name

Middle Name

Check this box if you do not have a middle name

Last Name

Suffix

Yes  No Do you have a previous name (such as a maiden name)?

Yes  No Do you have a preferred name that is different than your legal and/or previous name?

# If you do not have or do not know your Social Security Number, check “No.”



OpenCCC

[Create Account](#)

[Recover Account](#)

[Cambiar A Español](#)

[Sign In to OpenCCC](#)

## Social Security Number

The Social Security Number (SSN) or Taxpayer Identification Number (TIN/iTIN) is used by the college as a means of matching student records, facilitating federal financial aid, and reporting tax-related information to the Internal Revenue System (IRS). However, it is not required for admission.

[Why am I being asked for my social security number?](#)

**Do you have a social security number or taxpayer identification number?**

- Yes, I have a social security number or taxpayer identification number.
- No, I do not have a social security number or taxpayer identification number, or I decline to provide one at this time.

[Continue](#) or [Cancel](#)

## Create Account

### Contact Information - Page 2 of 3

#### Email

An email address is required for important messages, including information about college admission and registration. Please enter an email address that you check regularly.

Email Address [?](#)

Repeat Email Address [?](#)

#### Telephone

Text messaging may be used by OpenCCC and individual colleges in situations such as account recovery, class cancellations, and emergency notifications. If you would like to receive text messages on your phone(s), please check the appropriate box(es).

Main Telephone Number [?](#)

Extension [?](#)

up to four digits

I authorize text messages to the telephone number above, and accept responsibility for any charges that result. [?](#)

Second Telephone Number [?](#)

Extension [?](#)

up to four digits

I authorize text messages to the telephone number above, and accept responsibility for any charges that result. [?](#)

#### Permanent Address

My permanent address is outside the United States. [?](#)

I have no permanent address because I am currently homeless. [?](#)

International, F1, M1, or J1 visa students MUST provide a permanent address.

Street Address [?](#)

# Be sure to save your username and password for later!

Create Account

## Create Account

### Security and Credentials - Page 3 of 3

#### Username and Password

To enable you to sign in later, you must choose a unique username for your account.

Username ⓘ

Minimum 6 characters (letters, numbers, special characters)

Password ⓘ

7 to 20 characters (letters and at least one number)

Repeat Password ⓘ

- Be sure to record your username and password for later use.
- Please do not share your account with others, even family members.

#### Security PIN

For additional security, please create a 4-digit Personal Identification Number (PIN) for your account. Enter your PIN twice to make sure you type it correctly.

PIN ⓘ

Repeat PIN ⓘ

## Security Questions

If you forget your username or password, or if you want to change your password or PIN, you will be asked one or more of your personal security question. Please select three security questions you would like to be asked, and enter your answers to those questions.

First Security Question 

-- Please Choose a Question --



Answer to the First Security Question 

Second Security Question 

-- Please Choose a Question --



Answer to the Second Security Question 

Third Security Question 

-- Please Choose a Question --



Answer to the Third Security Question 

I'm not a robot



reCAPTCHA  
Privacy - Terms

[Create My Account](#)

or [Cancel](#)

1

**Once your account has been created, you will be directed to the Contra Costa College application.**

**If this does not happen, open a new tab and go back to [contracosta.edu](http://contracosta.edu). Select “Apply Now” and sign back into your account using the username and password you just created.**

**If you are unable to sign in, your information has not been saved and you will need to start again.**

2

# Complete the Contra Costa College application

After completing the OpenCCC Application, you will be directed to Contra Costa College's online application.

The screenshot shows the Contra Costa College website header with the logo and tagline "a premier community college right in your backyard". Navigation links include "My Applications", "Cambiar A Español", and "Help". The main heading is "College Application" with a sub-heading "Contra Costa College". A left sidebar lists application sections: Enrollment (highlighted with a yellow circle), Account, Education, Citizenship/Military, Residency, Needs & Interests, Demographic Information, and Submission. The main content area is titled "Welcome" and contains an "Enrollment Information" section with three dropdown menus: "Term Applying For", "Educational Goal", and "Intended Major or Program of Study", each currently set to "-- Select --". At the bottom are "Save" and "Continue" buttons.

# College Application

Contra Costa College | Term: | Application #:

## Account Information

### Review OpenCCC Account Information

**i** The following account information will be submitted with your application to college. Please carefully review this information and change any outdated information.

[Edit Account](#)

### Parent/Guardian Information

By California law, qualification for resident tuition is based on the residency of your parent(s) or guardian(s) until you are 19 years of age, except in certain special circumstances. The following questions will be used to determine whether or not you need to provide [parent](#) or [guardian](#) information for the purposes of determining residency. Your response will not affect your admission to college.

Select the statement that applies to you:

At least one of the following statements is true about me. ⓘ

- I am or have been married.
- I am legally [emancipated](#)
- I do not have a living parent or guardian.
- I was in [foster care](#) any time after my 13th birthday.
- As of May 31, 2021, I will be on active duty in the armed services.
- As of May 31, 2021, I will have been [self supporting](#) for at least one year.

None of the statements above is true about me. ⓘ

### Parent/Guardian Name & Relationship

### Current Mailing Address

My mailing address is the same as the Permanent Address in my OpenCCC Account above ⓘ

My current mailing address is outside the United States ⓘ

## Common Mistakes to Watch Out For...

1. Your enrollment status is “Enrolling in high school and college at the same time
2. Indicated that you have attended high school

## College Application

Contra Costa College | Term:

| Application #:

### Education

#### College Enrollment Status

As of July 01, 2021, I will have the following college enrollment status: ⓘ

-- Select enrollment status --



#### High School Education

High school education level as of July 01, 2021 ⓘ

-- Select enrollment status --



#### Last High School Attended ⓘ

I attended high school.

I was homeschooled in a registered homeschool organization.

I was independently homeschooled.

1. For Highest Grade Completed, **select the grade you were in last school year.**
  1. Enter your estimated GPA
  2. Enter last year's English and math grades

### High School Transcript Information

College staff use this information to provide guidance. Your responses will not affect your admission to college.

What was the highest grade you completed in high school?

-- Select --



### College Education

College education level as of May 31, 2021 [@](#)

-- Select education level --



### Colleges/Universities Attended

Specify the number of colleges you have attended including those you are currently attending.

None



Save

Continue



Education ✓

Citizenship/Military ⚠

Residency ✓

Needs & Interests ✓

Demographic Information ✓

Submission ●

## Citizenship

Citizenship Status

U.S. Citizen

## U.S. Military/Dependent of Military

U.S. Military status as of 05/31/2020

None apply to me

Save

Continue

# College Application

Contra Costa College | Term: | Application #

## Residency

### California Residence

Has your parent or guardian lived in California continuously since May 31, 2019? ⓘ

Yes  No

### Out-of-State Activities

As of May 31, 2019, has your parent or guardian engaged in any of the following activities? Check each activity that applies.

- Taxes were paid outside of California ⓘ
- Registered to vote outside of California ⓘ
- Declared residency at a college or university outside of California ⓘ
- Filed for a lawsuit or divorce outside of California ⓘ

### Special Residency Categories

At any time in the last 24 months were you determined to be homeless by any of the following agencies? ⓘ

- High school or school district homeless liaison
- Emergency shelter or transitional housing program
- Director of a runaway or homeless youth basic center or transitional living program

Yes  No

Have you ever been in court-ordered foster care? ⓘ

Yes  No

Save

Continue

# College Application

Contra Costa College | Term: | Application #

## Needs & Interests

This information you provide on this page will not be used in making admission decisions and will not be used for discriminatory purposes.

### Main Language

Are you comfortable reading and writing English?

### Financial Assistance

Are you interested in receiving information about money for college?

### Athletic Interest

Are you interested in participating in a sport while attending college? 🏆

(Your response does not obligate you in any way. To be eligible to participate on an intercollegiate team, you must be enrolled in at least 12 units.)

## Programs & Services

Check the programs and services in which you are interested. (Not all college campuses offer every program and service listed.)

- Academic counseling/advising
- Basic skills (reading, writing, math)
- CalWorks
- Career planning
- Child care
- Counseling - personal
- DSPS - Disabled Student Programs and Services
- EOPS - Extended Opportunity Programs and Services
- ESL - English as a Second Language
- Health services
- Housing information
- Employment assistance
- Online classes
- Re-entry program (after 5 years out)
- Scholarship information
- Student government
- Testing, assessment, orientation
- Transfer information
- Tutoring services
- Veterans services

Save

Continue

# College Application

Contra Costa College | Term: . | Application #:

## Demographic Information

### Gender

This information will be used for state and federal reporting purposes. It is optional and voluntary and will not be used for a discriminatory purpose. "Gender" in this context, means a person's sex, or a person's [gender identity](#) and [gender expression](#).

### Parent/Guardian Educational Levels

Regardless of your age, please indicate the education levels of the [parents and/or guardians who raised you](#).

### Race/Ethnicity

Per U.S. Department of Education guidelines, colleges are required to collect this racial and ethnic data.

# College Application

Contra Costa College | Term:

| Application #:

## Submission

### Review Your Responses

[Save as PDF](#)

We recommend that you review your responses to ensure you've provided complete and accurate information.

[Review My Application](#)

### Request for Consent to Release Information

I authorize the Chancellor's Office, California Community Colleges, and the community colleges I am attending to release necessary personal information contained in my education records, including my Social Security number, for the purposes described below. To learn more about how your personal information is stored and used, see the [Privacy Policy](#).

- To federal or state agencies to evaluate jointly administered programs or to comply with reporting requirements;
- To data matching services to measure student success in transferring to four-year colleges or universities;
- To colleges, universities, or government agencies to promote outreach to students and to enhance transfer;
- To the California Student Aid Commission to facilitate the award of financial aid; and
- To organizations or agencies assisting the Chancellor's Office or the community colleges you attend with research and analysis.

- I consent  
 I do not consent

### Submit Your Application

You are about to submit your application to Contra Costa College. NO CHANGES can be made to your application once it is submitted.

California state law\* allows you to submit your application and residency information online with an electronic signature verification. Your completion of this page will provide the necessary verification for electronic submission. The security and privacy of the information in your submitted application are protected as described in the CCCApply Privacy Policy.

\* Section 34000 of subchapter 4.3 of chapter 3 of division 3 of title 3 of the California Code of Regulations.

By Checking here, I, Khalil Merishawn Jackson, declare that:

- All of the information in this application pertains to me.
- Under penalty of perjury, the statements and information submitted in this online admission application are true and correct.
- I understand that falsification, withholding pertinent data, or failure to report changes in residency may result in District action.
- I understand that all materials and information submitted by me for purposes of admission become the property of Contra Costa College.

By Checking here, I, Khalil Merishawn Jackson, acknowledge understanding that:

- Federal and state financial aid programs are available and may include aid in the form of grants, work study, and/or any available student loans. I am aware that I may apply for assistance for up to the total cost of my education including enrollment fees, books & supplies, transportation, and room and board expense.
- I may apply for financial assistance if I am enrolled in an eligible program of study (certificate, associate degree, or transfer), and may receive aid if qualified, regardless of whether I am enrolled full-time or part-time.
- Financial aid program information and application assistance are available in the financial aid office at the college. The application is also available on-line.

Note: CCCApply will provide links to financial aid information and applications after you submit this application. You can also find financial aid information at [www.icanaffordcollege.com](http://www.icanaffordcollege.com), and on most college websites.

VERIFY  
YOUR  
EMAIL

CCCApply Application Verification Inbox x



noreply@email.4cd.edu  
to me ▾

Thu, Oct 15, 12:50 PM (7 days ago)



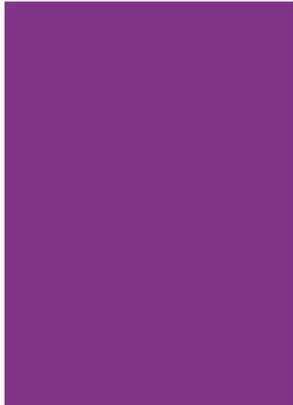
**CONTRA COSTA COLLEGE**

Thank you for your application to CCC.

TERM: Spring 2021

Please click below to verify your application and email address.

[Click Here to Verify](#)



# Getting Ready for the Enrollment Workshop

1. Have your student ID number ready. If you do not receive an email to verify your account and the follow up Welcome email, send an email [it-help@4cd.edu](mailto:it-help@4cd.edu) with your CCCApply ID number and ask to have your application downloaded to produce an ID number.
2. Know what class you would like to take. There are several ways to search for a class:
  1. Go to the main website [contracosta.edu](http://contracosta.edu) and select the Schedule of Classes from the tool bar.
  2. Visit <https://www.contracosta.edu/classes/class-schedule/>, to see the schedule.
  3. In Insite, go to the Search for a Class tile to look up subject areas and see what classes are still open.



# Registering for Classes Online



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## 1 Log-in to Insite

Check your email for your Insite username and temporary password. The formula for logging in to Insite is as follows:

Username: first initial, last name, last 3 digits of ID number

Password: birthdate (mmddyy)

Set a new, more secure password and set up security questions.

## 2 Math and English Placement

If you are taking an English or math course, go to [contracosta.edu/assessment](https://www.contracosta.edu/assessment) to enter your high school English and math grades from your transcript. This information will be captured in Insite.

## 3 Search for a class

Using the “Search for a Class” feature in Insite or the schedule of classes available at <https://www.contracosta.edu/classes/class-schedule/>, find the class that you would like to register for and add it to your cart.

**4**

## **Submit Enrollment Forms**

In the “CCC Student Forms” tile in Insite, open the Concurrent Enrollment Form. Enter your electronic signature as well as the email of your parent and school counselor or principal. Counselor/principal emails will appear in a drop down menu. Once you submit the form, your parent and school counselor or principal will be automatically emailed to provide their signature.

**5**

## **Register for the Class**

You will be notified through your Insite email once your enrollment form has been approved and you have been assigned a registration date. Once your registration date arrives, view your course shopping cart. Be sure that you have selected the correct section you would like to attend for each class and register.

**6**

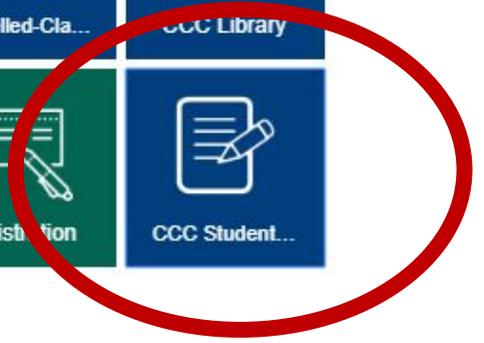
## **Attend Class!**

Use the CANVAS tile in Insite to view your class syllabus and attend lecture

# Log-in to Insite



 Email	 Canvas	 Payment	 Grades-Trans...	 Academic-Cal...	 Search-for-Cla...	 Financial-Aid	 Resources	 Orientation	
 Settings	 Instructions-Wifi	 Graduation	 4CD Libraries	<h2>Login to Canvas</h2>				 Alerts	 Directory CCC
 Bus Schedule CCC		 Cancelled-Cla...						 CCC Library	
 CCC Campus...	 CCC Events	 Plan-Progress	 My Schedule					 Registration	 CCC Student...



OUR CAMPUS IS PROTECTED BY



CampusShield  
Smartphone App

download  
today!



-  [AB-540 California Nonresident Tuition Exemption Request](#) >
-  [Academic Renewal Petition](#) >
-  [California Residency Reclassification Request Form](#) >
-  [Concurrent Enrollment \(Adult School\) Form](#) >
-  [Concurrent Enrollment \(Special Admit\) Form](#) >
-  [Dual Enrollment Program Form](#) >
-  [IGETC/CSUGE Certification Request](#) >

---

## Welcome to Dynamic Forms

Let's get started, Christina.

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



**Complete This Form**

You can check back here anytime to view your Pending / Draft Forms and review your completed Forms History.

Thank you for using Dynamic Forms!



### Concurrent Enrollment Form (Special Admit)

#### 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 (\$2) 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.

#### 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. Upon consent by the student, information is only released to the authorized party in person or in writing. (NOTE: The student's signature on this form may, or may not, authorize release of academic information. If authorized, it may be released only to the parent/guardian who signed the form.)
- CCC Admissions and Records Office does not keep daily attendance records for students. Parents should not contact college offices or instructors with the expectation of accessing their student's attendance or other information.
- Review your student's Concurrent (Special Admit) Enrollment Form with him or her. Please be aware that all coursework at CCC becomes a permanent record on the student's academic history; grades received or excessive drops have implications for future student status at the college, including financial assistance, athletic eligibility, etc.
- By entering a college environment, your son or daughter will be exposed to a diverse population in education programs designed for an adult learner that may involve sensitive topics that might be considered controversial or offensive in the secondary setting, CCC will not change course content or curriculum to accommodate Concurrent (Special Admit) students.



# CONTRA COSTA COLLEGE

## Concurrent Enrollment Form (Special Admit)

Term \*

### Part I - Student

First Name: \*

Last Name: \*

Student ID: \*

Phone: \*

Email: \*

Date of Birth: \*

Parent/Guardian Name: \*

Parent/Guardian Email: \*

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.

\*  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 \_\_\_\_\_

When filling out the Concurrent Enrollment form you will need:

- Your parent/guardian's name and email
- The name of your school counselor or principal. Select them from the drop-down menu or write their name and email in.
- The name and section number of the class you would like to take. \* You can fill in a back-up class in case your first choice fills up. Be sure to drop your back-up class in Insite once you are able to get into your first choice.

---

## 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

---

## 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: \*

Name of School: \*

Principal/Designee Email: \*

Principal/Designee Phone Number:

Principal/Designee Signature \*

\_\_\_\_\_

\_\_\_\_\_ Date

Status?

-- Please Select -- ▼

\*

\_\_\_\_\_  
Staff Signature                      Date

Leave the parent and principal signature areas blank. You will not be able to enter any information here. Simply submit the form and your parent and principal/counselor will be emailed to sign their portion. Once both signatures have been obtained, the form will be forwarded to the Admissions Office. Once your form is approved, you will be given a registration date and can enroll on that day.

# Save a Copy!

Once you have submitted your form, click on “View PDF” and download a copy to keep for your records.



# Notification of Approval

*Dear:*

*You recently submitted a Concurrent Enrollment Special Admit Form to Contra Costa College. Your petition has been reviewed and you have been approved to register for the courses listed on your form.*

*Please login to your InSite account to view your registration date.*

*You will then need to add the approved courses to your Educational Plan. Click on the "**Registration**" tile and select "**Register from your Ed Plan**". You will not be allowed to register until your assigned date, however, you may add courses to your Educational Plan to make the process faster when it is your time to register.*

*Instructions for adding courses to your Educational Plan may be found here.*

*You may only register for the courses that your school designee has authorized. These courses can also be found in the "**Petitions & Waivers**" tab in your Education Plan.*

# How to Enroll

The image shows a screenshot of the 'insite' portal dashboard. The dashboard features a grid of icons for various services. A red circle highlights the 'Plan-Progress' icon, which is a red square with a white checkmark and a document icon. Other icons include Email, Canvas, Payment, Grades-Trans..., Academic-Cal..., Search-for-Cla..., Financial-Aid, Resources, Orientation, Settings, Instructions-Wifi, Graduation, 4CD Libraries, Alerts, Directory CCC, Bus Schedule CCC, Cancelled-Cla..., CCC Library, CCC Campus..., CCC Events, My Schedule, Registration, and CCC Student... At the bottom, there is a section titled 'OUR CAMPUS IS PROTECTED BY' with logos for CampusShield Smartphone App, download today!, and Google Play.

**insite**

Email	Canvas	Payment	Grades-Trans...	Academic-Cal...	Search-for-Cla...	Financial-Aid	Resources	Orientation
Settings	Instructions-Wifi	Graduation	4CD Libraries	Login to Canvas			Alerts	Directory CCC
		Bus Schedule CCC				Cancelled-Cla...	CCC Library	
CCC Campus...	CCC Events	Plan-Progress	My Schedule			Registration	CCC Student...	

OUR CAMPUS IS PROTECTED BY

CampusShield Smartphone App download today! Approved on the App Store Available on Google Play

# Select Plan and Register



[Home](#) / [Plan-Progress](#) / [Plan & Progress](#)

-  **My Progress**  
Review progress towards your educational goal >
-  **Plan and Register**  
Plan and register for your Courses >
-  **Student Planning**  
Student Planning Main Menu >
-  **Assessment Scores**  
View and Understand Your Assessment Scores >
-  **Schedule Counselor Appointment** >

### Student Petition(s)

Course	Section	Term/Period	Status	Updated On
ASTRO-120		Summer 2020	Consent to Repeat	4/28/2020 2:35:44 PM
HIST-120		Summer 2020	Granted	5/7/2020 12:49:39 PM
MATH-120		Summer 2020	Consent to Repeat	4/28/2020 2:42:26 PM

### Faculty Consent(s)

No existing faculty consents

### Requisite Waiver(s)

No existing waivers

Check your approved courses under Petitions & Waivers. Input the course you have been approved to take into the search box

Subject Search results will be filtered to the location of your current program until you remove the filter (CCC).  
Please note that some subjects and courses are not offered at all locations.

[← Back to Plan & Schedule](#)

## Filter Results

### Availability

- Open and Waitlisted Sections
- Open Sections Only

### Subjects

- Mathematics (2)

### Locations

- Contra Costa College (2)

### Show All Terms

- Fall 2020 (2)
- Spring 2020 (2)
- Summer 2020 (1)

Filters Applied: Contra Costa College X

## MATH-120 Intermediate Algebra (5 Credits) - CCC

[Add Course to Plan](#)

This course provides review and further development of material of MATH-118 (Elementary Algebra), second degree equations and inequalities, functions, conic sections, systems of equations, and exponential and logarithmic functions.

### Requisites:

Prerequisite: MATH-118 or placement by multiple measures; OR Corequisite: MATH-120S - Must be completed prior to taking this course.

### Locations:

Contra Costa College

[View Available Sections for MATH-120](#)

1

2

## MATH-120S Support for Math-120 Success (1 Credits) - CCC

[Add Course to Plan](#)

This course is designed to give Elementary Algebra support to students who need it while concurrently enrolled in Intermediate Algebra. It covers concepts and provides just-in-time remediation necessary to be successful in MATH-120.

### Requisites:

Corequisite: MATH-120 - Must be taken at the same time as this course.

### Locations:

Contra Costa College

View available sections for the course you'd like and Add to Course Plan  
Click on Plan & Schedule to see your planned courses.

Now that your class is added to your plan, when your registration date comes up, you can go back into Plan and Register and enroll in the class.

Academics · Student Planning · Plan & Schedule

## Plan your Degree and Register for your Courses

Schedule Timeline Advising Petitions & Waivers

< Summer 2020 +

Filter Sections Save to iCal Print

**MATH-120-2120: Intermediate Algebra** ✕

**Prerequisite:** MATH-118 or placement by multiple measures; **OR Corequisite:** MATH-120S - Must be completed prior to taking this course.

✓ **Planned**

Credits: 5 Credits  
Grading: Graded  
Instructor: Bersano, E  
6/15/2020 to 7/23/2020  
Seats Available: 11

Meeting Information

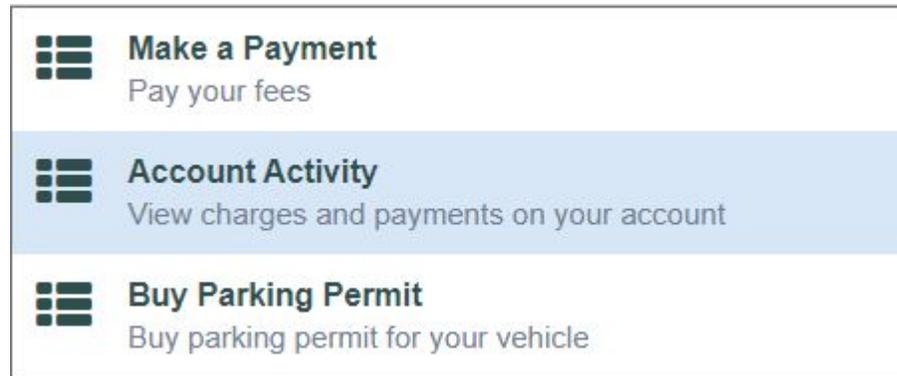
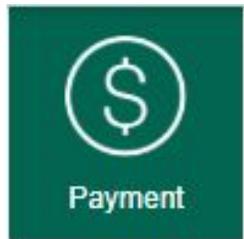
**Register**

	Sun	Mon	
8am			
9am			
10am			
11am			
12pm			
1pm			
2pm			
3pm			

# BE PROACTIVE

Once you have finished your application and enrolled in courses, check your account for fees. Log in to Insite and select the payment tile in Insite.

Check your account activity



If you have a large fees on your account, contact the Admissions Office at [admissions@contracosta.edu](mailto:admissions@contracosta.edu) or the Dual Enrollment Program Coordinator, Christina Craig-Chardon at [ccraig@contracosta.edu](mailto:ccraig@contracosta.edu) for assistance.



# Interacting with your Class

The image shows a screenshot of the 'insite' student portal dashboard. The dashboard features a grid of icons for various services. A red circle highlights the 'Canvas' icon in the top row, second column. Below the grid, there is a large dark blue area labeled 'Login to Canvas'. At the bottom, there is a banner for 'OUR CAMPUS IS PROTECTED BY' followed by the 'CampusShield Smartphone App' logo and download instructions for the App Store and Google Play.

insite								
Email	Canvas	Payment	Grades-Trans...	Academic-Cal...	Search-for-Cla...	Financial-Aid	Resources	Orientation
Settings	Instructions-Wifi	Graduation	4CD Libraries	Login to Canvas			Alerts	Directory CCC
		Bus Schedule CCC				Cancelled-Cla...	CCC Library	
CCC Campus...	CCC Events	Plan-Progress	My Schedule			Registration	CCC Student...	

OUR CAMPUS IS PROTECTED BY

CampusShield Smartphone App

download today!

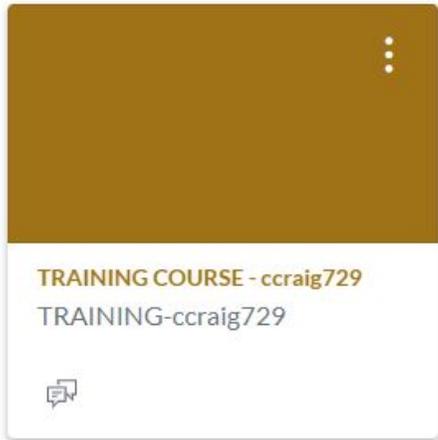
Available on the App Store

GET IT ON Google Play



 **Notifications.** Tell us how and when you would like to be notified of events in Canvas.  
[Notification Preferences](#)

# Dashboard

A course card with a brown header and a white body. It contains the text "TRAINING COURSE - ccraig729" and "TRAINING-ccraig729". There is a small icon of two speech bubbles at the bottom left and a vertical ellipsis icon at the top right.

**TRAINING COURSE - ccraig729**  
TRAINING-ccraig729

**Coming Up**  [View Calendar](#)

Nothing for the next week

[View Grades](#)

For more assistance,  
contact the  
**WELCOME CENTER**

510.215.4110

[welcome@contracosta.edu](mailto:welcome@contracosta.edu)



**Christina Craig-Chardon**  
Program Coordinator, Early College Credit  
[ccraig@contracosta.edu](mailto:ccraig@contracosta.edu)

**REMOTE HOURS:**  
**MONDAY- THURSDAY**  
**9:00am-2:00pm**

**LET'S  
DO  
THIS!**



**CONTRA  
COSTA  
COLLEGE**