



How to Complete a Dual Enrollment Form

Presented By: Dual Enrollment Team

Dual Enrollment Form

A Dual Enrollment form needs to be filled out every term you plan on enrolling in a college course and earning college credits while still enrolled in another K-12 institution.

**Instructions on how to fill out the Dual Enrollment form and each section will be provided in the next few slides.*

[Access Dual Enrollment form here](#)



CERRITOS COLLEGE DUAL ENROLLMENT APPLICATION

SECTION I: STUDENT INFORMATION Semester: Fall Spring Summer Year: _____

Name: _____ Cerritos College Student ID: _____ Date of Birth: _____

Phone Number: _____ E-Mail: _____

Middle/High School (HS) of Attendance: _____

Grade Level: K-8th 9th 10th 11th 12th Expected HS Graduation Date: _____
For summer, enter the grade you will enter in the fall (August/September).

Student Signature: _____ Date: _____

SECTION II: PRINCIPAL OR DESIGNEE RECOMMENDATION

I certify that the above named student is academically qualified for the course(s) and would benefit from advanced scholastic or vocational coursework listed below. The student is currently attending accredited private or public school and has district approval to enroll in classes at Cerritos College as long as they do not conflict with the school session and will not cause the school to exceed the 5% limit per grade level for summer.

Course Name (ex. MATH 112): _____ Class Number: _____ Units: _____

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Note: K-10th grade students are permitted to enroll in 4 units each term. 11th and 12th grade students are permitted to enroll in up to 11 units each term. Exceptions can be made by contacting the Dean of Enrollment Services.

Authorized Signature: _____ Date: _____

SECTION III: PARENT/GUARDIAN CONSENT

Cerritos Community College District assumes no responsibility for the supervision of minor students outside of the classroom setting. All college coursework is governed by the Family Education Rights and Privacy Act (FERPA), which prohibits release of academic information. I understand that I will not have access to my child's academic records (including, but not limited to grades and transcripts) without his/her written consent, regardless of age. Additionally, course content will not be adjusted for enrolled minors. I recognize that college level courses may not be appropriate for students who are not adults and may contain content that is potentially offensive, graphically violent and/or sexual in nature. I have read and understand the expectations and responsibilities in the Dual Enrollment Application, and I give my approval for my child to enroll in college-level coursework.

Parent/Guardian Signature: _____ Date: _____

Section I: Student Information

Step 1: Please make sure to check off the correct term and year for enrollment.

Step 2: Make sure you provide your Full legal Name, Date of Birth, current phone number and email.

(Personal Email Preferred)

Step 3: Please make sure to enter your Cerritos College ID. The Cerritos College ID is 7 digits only no Letters.

* The Cerritos College ID is different from the CCCID.

Step 4: Please make sure to list the name of your school, current grade level and Graduation date.

* If you are enrolling for a Summer term, please make sure to select the grade level you will start in August (Fall).

Step 5: Please make sure to sign and date.



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Phone Number: _____ E-Mail: _____

Middle/High School (HS) of Attendance: _____

Grade Level: K-8th 9th 10th 11th 12th Expected HS Graduation Date: _____

For summer, enter the grade you will enter in the fall (August/September).

Student Signature: _____ **Sign Here** Date: _____

You will fill out all highlighted sections.

Step 1: Make sure to enter the class information for the dual enrollment class your student is interested in taking.

See example 

Step 2: Please make sure to have your counselor or designated authorized staff member at your school sign and date your dual enrollment form.

**Class Information can be accessed on Schedule Plus This is the link:*

<https://secure.cerritos.edu/schedule/>

Section II: Principal or Designee Recommendation

SECTION II: PRINCIPAL OR DESIGNEE RECOMMENDATION

I certify that the above named student is academically qualified for the course(s) and would benefit from advanced scholastic or vocational coursework listed below. The student is currently attending accredited private or public school and has district approval to enroll in classes at Cerritos College as long as they do not conflict with the school session and will not cause the school to exceed the 5% limit per grade level for summer.

Course Name (ex. MATH 112): HIST 120 Class Number: 20267 Units: 3
Course Name (ex. MATH 112): _____ Class Number: _____ Units: _____
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Note: K-10th grade students are permitted to enroll in 4 units each term. 11th and 12th grade students are permitted to enroll in up to 11 units each term. Exceptions can be made by contacting the Dean of Enrollment Services.

Authorized Signature:  _____ **Date:** _____

HIST 120 History of California 3.0 Units

Recommendation: Satisfactory completion of the English Placement Process or ENGL 20 or equivalent with [\(More\)](#) [\(Expand All\)](#)

Class	Times	Days	Room	Seats	Wait	Status	Instructor	Type	Hours
Regular Session (1/10/2022 - 5/20/2022)									
20267			ONLINE	3		Contact Instructor	Macias, J	Lecture	54 Books
Note: Online orientation to be completed in Canvas during the first week									

Class Number 

Example from Schedule Plus

Section III: Parent/Guardian Consent

Please have your
Parent/Guardian read, sign,
and date your dual
enrollment form.

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Parent/Guardian Signature: _____ Date: _____

Example of a Completed Dual Enrollment Form

Please make sure all 3 sections are complete. If any portion is not completed, we can not process your form.



CERRITOS COLLEGE DUAL ENROLLMENT APPLICATION

SECTION I: STUDENT INFORMATION Semester: Fall Spring Summer Year: **2022**


Name: **Franco Falcon** Cerritos College Student ID: **2130878** Date of Birth: **07/07/2003**

Phone Number: **(323) 123-4567** E-Mail: **Personal Email**

Middle/High School (HS) of Attendance: **Your School Name**

Grade Level: K-8th 9th 10th 11th 12th Expected HS Graduation Date: **June 2022**

For summer, enter the grade you will enter in the fall (August/September).

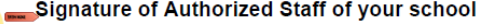
Student Signature:  **Sign Here** Date: _____

SECTION II: PRINCIPAL OR DESIGNEE RECOMMENDATION

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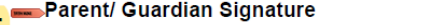
Course Name (ex. MATH 112): **HIST 120** Class Number: **20267** Units: **3**
Course Name (ex. MATH 112): _____ Class Number: _____ Units: _____
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Note: K-10th grade students are permitted to enroll in 4 units each term. 11th and 12th grade students are permitted to enroll in up to 11 units each term. Exceptions can be made by contacting the Dean of Enrollment Services.

Authorized Signature:  **Signature of Authorized Staff of your school** Date: _____

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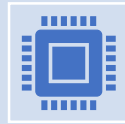
Parent/Guardian Signature:  **Parent/ Guardian Signature** Date: _____

All Highlighted sections need to be filled out to consider this form completed

Next Steps



1) Submit completed dual enrollment form to the dual enrollment email.



2) Please wait 3 to 5 business days for processing.



3) Once your form has been processed you will receive an email conformation.



4) Please follow the instructions on the email for enrollment.



Questions

Contact Dual Enrollment Office.



dualenrollment@cerritos.edu



(562) 860-2451 ext. 2212



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