



CHABOT COLLEGE DUAL ENROLLMENT

Chabot Application Individual Dual Enrollment Steps

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PART 1: CHABOT APP

- To take dual enrollment classes, a student needs to apply to Chabot Community College (CCC) as a High School Student.
- Students would apply through CCCApply, the online platform all public California Community Colleges use for their application.
 - If you decide to apply to a different community college in the future (ex: Laney), you will use the same [CCCApply](#) account that you create in this session.
- Account creation is **permanent**, so it is important to write down all information such as email, username or password.
- If you already have an account but cannot access password, call (877) 247-4836



GO TO CCCAPPLY:

[Bit.ly/chabotapply](https://bit.ly/chabotapply)

***Bitly is case sensitive.**



CREATING YOUR ACCOUNT

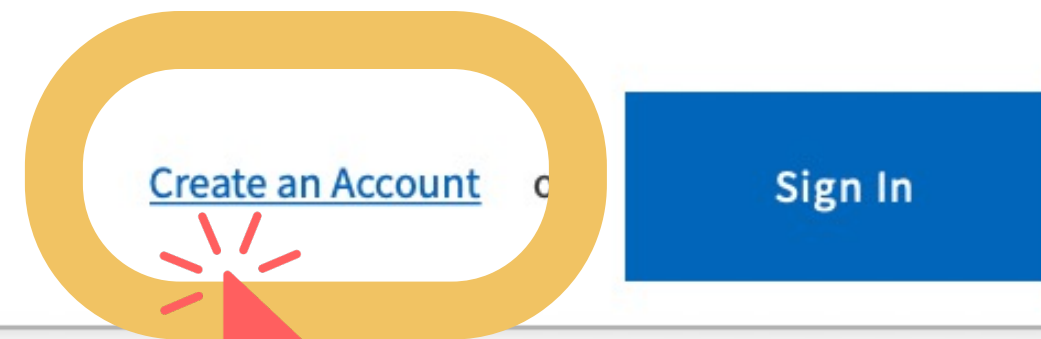


Application for Admission to College

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 Chancellor's Office. The information in your account is kept private and secure.



Click [Create an Account](#)

- If you already have an account, please login.
If you have trouble signing-in, please call (877) 247-4836



1A) Students who have access to email:

Create Your Account

Enter your email address to begin creating your California Community Colleges student account. You will receive a code via email to verify your identity and keep your account secure.

Email

Input PERSONAL Email

[Use mobile phone instead](#)

- Input your **Personal** email.
 - CCCApply is the California Community College application platform. The account you create will be permanent.
 - Once you create a CCCApply account, you **cannot** create a second account. If you lose access to your school email, you must call CCCApply's help desk (877) 247-4836 to recover your account.



1A) Students who would rather use phone number:

Create Your Account

Enter your email address to begin creating your California Community Colleges student account. You will receive a code via email to verify your identity and keep your account secure.

Email

[Use mobile phone instead](#)

Create Your Account

Enter your mobile phone number to begin creating your California Community Colleges student account. You will receive a code via text message to verify your identity and keep your account secure.

Mobile Phone

For international numbers insert + before country code

[Use email instead](#)

[Text My Security Code](#)

- **To input your phone number, select “use a mobile phone instead.”**
 - **When inputting a phone number, use numbers only. If you include a space or dash, the application will not accept your information at the end. It will make you REDO the process at the end of your account creation, and you will need to redo the process again.**

Verify Your Account

A security code has been sent to Chab*****@gmail.com. Please enter the security code to verify your account. If you did not receive the code in your inbox, check your spam or junk folder.

Security Code

1C

1D

Didn't receive an email? [Resend email](#)

[Back to Sign In](#)

1C) Input security code that's in your email or phone

1D) Click "Verify email" or "Verify Phone Number"



2) Create Profile - Contact Information

Email Address *

Chabotearlycollege@gmail.com

Confirm Email Address *

Chabotearlycollege@gmail.com

Primary Phone Number

No space or dash

Phone Type

Mobile

For international numbers insert + before country code

I agree to the [Terms of Use](#) and to receive emails at any email address I have provided or may provide in the future, from any entity associated with my application process, including but not limited to my designated schools and programs.

Are you currently homeless? *

Yes No

2) Fill out your information

- **Email:** Use use your **personal** email. Your CCCApply account will be the same throughout your lifetime for any community college application. (You can change it when logged in).
- **Phone #:** Input personal phone number (Numbers only, no spaces or dashes)
- **I agree to Terms of Use:** Checkmark
- **Legal First Name and Last Name:** Please capitalize the first letters and double check your spelling. This name will be on your college transcripts and documents.
- Fill out or check the information that is true

Legal First Name

Early

Legal Middle Name

Legal Last Name *

College

Suffix

None

Preferred Name

Date of Birth * 

10/13/2011



3) Passwords

Password must:

- ✓ not contain your name
- ✓ be at least 8 characters in length
- ✓ contain at least one uppercase letter
- ✓ contain at least one lowercase letter
- ✓ contain at least one number
- ✓ contain at least one of the following special characters (!, @, #, \$, %, ^, & or *)

Password

Confirm Password

Create Account

3) Create a Password

- Write down your email used and the password on your phone and the paper in front of you



SUBMITTING YOUR APPLICATION



Starting a New Application

Start a New Application

Account Information

Important: Please carefully review your account information for accuracy. This information is passed to the college with your application.

Legal Name & Address
Early College
25555 Hesperian Blvd
Hayward, CA 94545

Homeless: No

Birthdate: October 13, 2011

Phone:

Email: chabotearlycollege@gmail.com

Preferred Method of Contact: email

Edit My Account

Click [Start a New Application](#)

1) Enrollment Page

Enrollment	○
Profile	✓
Education	✓
Citizenship/Military	✓
Residency	✓
Needs & Interests	✓
Demographic Information	✓
Supplemental Questions	✓
Submission	○

Welcome

Enrollment Information

Term Applying For ?

Spring 2024 (January 16, 2024 to May 24, 2024) ▼

Educational Goal ?

Prepare for a new career (acquire job skills) ▼

Major Category ?

Undeclared | Exploring Pathway ▼

Intended Major or Program of Study ?

Liberal Arts and Sciences / Transfer [Transf] ▼

1a) Term Applying For → Spring 2024

1b) Educational Goal → Educational Development

If you don't know what career you're interested in:

1c) Major Category → Undeclared

1d) Intended Major or Program of Study → Liberal Arts

2) Profile

Profile

Previous Name
Do you have a **previous legal name** that was used on legal documents or education transcripts?
 Yes No

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.

Just Remember...
Providing a social security number or taxpayer identification number is not required with respect to non-U.S. resident students (whether documented or undocumented), students taking noncredit courses, students whose qualified tuition and related expenses are waived or paid with scholarships or paid by an institutional third party including an employer or government agency. (26 C.F.R. § 1.6050S-1.) A SSN or TIN/iTIN is not required when IRS reporting is not required.

Check this box if you are a student enrolled exclusively in noncredit courses, an undocumented student, an international student, a nonresident alien, or another exception and do not have a social security number or taxpayer identification number.

2a) Previous Name:

- **Yes:** If you had a legal name change.
- **No:** If you never ever had a name change.

2b) Social Security Number:

- **Yes:** If you can provide your social security number.
- **No:** If you do not remember your social security number or do not have one.
 - **Note:** Students under 18 do not have to fill this out. However, if you attend Chabot College as a college student and have a social security number, you must fill this out if you have one to get financial aid.

Parent/Guardian Information
Determining your California residency for tuition purposes is based on the residency of your parent(s) or guardian(s) until you are 19 years of age, except in certain special circumstances. Nonresident students who meet eligibility requirements may apply for nonresident tuition exemption (AB540). [?](#)


Select the statement that applies to you:

I have a **parent or guardian**. [?](#)

Enter the name of your parent or guardian below.

First Name [?](#)
Dual

Last Name [?](#)
Enrollment

Relationship [?](#)
Guardian 

I was in **foster care** at any time after my 13th birthday. [?](#)

I do not have a parent or guardian, or at least one of the following statements is true about me:

- I do not have a living parent or guardian.
- I am or have been married.
- I am legally **emancipated**. [?](#)
- As of January 15, 2024, I will be on active duty in the armed services.
- As of January 15, 2024, I will have been **self-supporting** for at least one year. [?](#)

Current Mailing Address

My mailing address is the same as the Permanent Address in my OpenCCC Account. [?](#)

2c) Parent or Guardian Information:

- Select what applies to you and fill out the information as needed.

2d) Current Mailing Address

- Checkmark that the mailing address is the same as the permanent address if it's the same as the account.

Continue

2E) HIT CONTINUE WHEN DONE

3) Education

The screenshot shows two sections of a form. The first section is titled 'College Enrollment Status' and contains the text 'As of January 15, 2024, I will have the following college enrollment status: ?' followed by a dropdown menu with the selected option 'Enrolling in high school (or lower grade) and college at the same time'. The second section is titled 'High School Education' and contains the text 'High school education level as of January 15, 2024 ?' followed by a dropdown menu with the selected option 'Will be enrolled in high school (or lower grade) and college at the same time'.

3a) College Enrollment Status

- **As of January 15, 2024, I will have the following college enrollment status:** enrolling in high school or lower grade and college at the same time.

3b) High School Education

- **High school education level as of January 15, 2024:** Will be enrolled in high school or lower grade and college at the same time.

The screenshot shows the 'Current or Most Recent High-School Attended ?' section of a form. It includes a text input field with 'I attended high school.', a 'Country ?' dropdown with 'United States of America (the)', a 'State ?' dropdown with 'California', and a list of schools with 'Arroyo High, San Lorenzo' selected. Below the list is a 'Change' link. At the bottom, there are empty input fields for 'School or Organization ?' and 'City ?'.

3c) Current or Most Recent High School Attended

- **I attended high school**
- **Country:** United States of America
- **State:** California
- **Enter the name or city...:** Name of your high school
- **School or organization:** Your school name
- **City:** The city your school is located in

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?

What was your **unweighted high school GPA** (grade point average)? Please enter a value between 0.00 and 4.00. If you are still in high school, enter your **unweighted high school GPA** as of the end of 11th grade. ?

What was the highest English course you completed in high school? You may have passed or not passed the course, but you remained enrolled until the end.

What grade did you receive?

What was the highest **math course** you completed in high school? You may have passed or not passed the course, but you remained enrolled until the end. ?

What grade did you receive?

3d) What is the highest grade you completed in high school? →

Input your grade from last year

3e) What was your unweighted high school GPA → Please input your last reported GPA (Please note that we you must have a 2.0 or higher to be in Dual Enrollment)

3f) What was the highest English course you completed in high school? → Input your English course of last year (2022-2023)

3g) What grade did you receive → Input your English course grade

3h) What was the highest math course you completed in High School? → Input your math course of last year (2022-2023)

College Education

College education level as of January 15, 2024 ?

Colleges/Universities Attended

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

3i) College Education → No Degree

3j) College/Universities Attended → None

4) Citizenship & Immigration

Citizenship & Immigration

Citizenship & Immigration Status ?

U.S. Military/Dependent of Military

U.S. Military status as of January 15, 2024 ?

4) Citizenship and Immigration → Fill out the information as needed/as true.

- **Citizen:** Student is a resident.
- **Resident Alien and Undocumented:** Must fill out an [AB 2364](#).
 - [AB 2364](#): Free for students who are a - I am a U.S. Citizen, Permanent Resident (green card holder), Deferred Action for Childhood Arrival (DACA) grantee, or an alien without lawful immigration status (undocumented).
- **Undocumented:** Students will click on other and then checkmark "no documents."
 - Chabot is a **sanctuary campus** and has multiple resources for undocumented students.

Residency

Your responses will be kept private and secure and will not be used for discriminatory purposes.

California Residence

Has your parent or guardian lived in California continuously since January 15, 2022? [?](#)

Yes No

Out-of-State Activities

As of January 15, 2022, 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

Are you homeless now or have you been homeless at any time during the past 24 months? [?](#)

Yes No

Have you ever been in **court-ordered foster care**? [?](#)

Yes No

Save

Continue



5) Residency

5a) California Residence:

- **Yes:** If you and your parent/guardian have lived in California for over almost two years year.
- **No:** If you and your family moved to CA in the past two years

5b) Out-of-State Activities

- If you responded yes on "California Residence," skip this question.
- If you responded no on "California Residence," answer this question

5c) Special Residency Categories

- Respond to what personally applies to you.

6) Residency

6a) Respond

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?

Yes No

Financial Assistance

Are you interested in receiving information about money for college?

Yes No

Are you receiving TANF/CalWORKs, SSI, or General Assistance?

Yes No

- **Financial Assistance:** They will send you emails re:Financial Assistance if you select yes.
- **TANF/CalWORKs/SSI or General Assistance:** If you do not know and you are not a senior, you can click No.

6b) Skip Questions below (Athletic Interest and Programs & Services)

- These questions are for incoming college students.

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.)

Yes, I am interested in one or more sports, including the possibility of playing on an **intercollegiate team.** [?](#)

Yes, I am interested in **intramural or club sports**, but not in playing on an intercollegiate team. [?](#)

No, I am not interested in participating in a sport (beyond taking P.E. classes).

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

7) Demographics

Respond to all demographic questions

- If you do not know your parents/guardians education level, respond with "Unknown."

8) Supplemental Questions

Answer

- 2024 High School Senior
- **Tribal TANF** → If you don't know what it is, skip this question.
- **Planned Enrollment** → 0-5 Units
- **How did you hear about Chabot College** → Dual Enrollment at *Insert High School*
- **Why are you interest in Dual Enrollment** → Dual Enrollment at *Insert High School*

Non-Seniors Skip

If you are a senior, please answer these questions as these questions are for potential college students

- Credit by Exam Articulation*
- PACE*
- Athletics*
- Registered Nursing Program*
- Registered Dental Hygienist*
- Learning Community*
- RISE*
- College Bridge*
- Your Safety is priority at Chabot College (This question is for students who are on campus at Chabot College)*
- Transfer to Cal State East Bay*

9) Submission

- **Review your response:** Review your application to make sure the information is correct.
- **Request for Consent to Release Information:** Chabot is asking whether they can release your demographic information and personal information to Federal or State Agencies (which include education department, colleges, universities and state)
 - **Note:** You don't have to consent for your application to go through.
- **Submit Your Application:** Checkmark to declare that the info you submitted is true to the best of your ability.


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 Chabot 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 54300 of subchapter 4.5 of chapter 5 of division 6 of title 5 of the California Code of Regulations.

By Checking here, I, Early College, 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 Chabot College.

By Checking here, I, Early College, 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.

SCREENSHOT CCID AND CONFIRMATION NUMBER

- Screenshot **CCID and Confirmation #**
 - Chabot staff can use CCID and Confirmation # to find your account if you can't find your student ID (W#) or if you have a hold on your account.
- **Save and Send:** Send the screenshot to your high school contact, ***Name of contact* (*Insert Email*)**
- If it is your first time applying to Chabot, you need to wait 2-3 days for your student ID (W#) before you can do your next step.



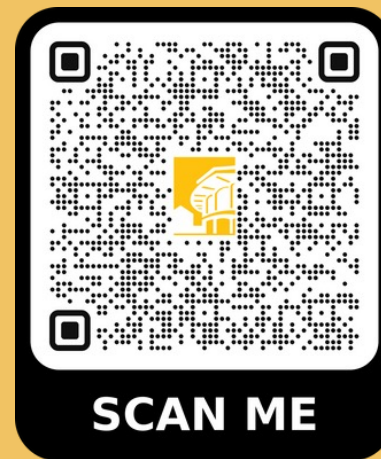
SEARCHING FOR COURSES

IDENTIFYING COURSES

- Students must identify their college course based on Chabot's semester schedule. Below are tools students can use to identify courses.

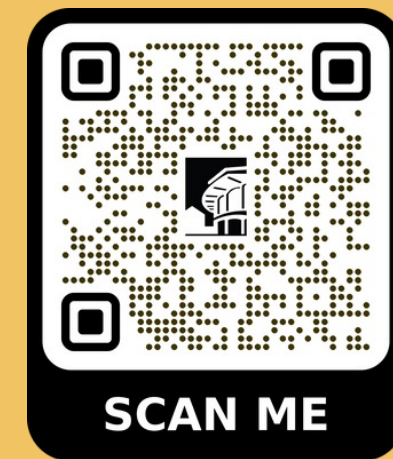
List of Recommended Courses

- Every semester we have a list of courses that counselors recommended to their students
- Courses on these list fit most GE requirements
- Courses on this list have no pre-requisite
- Check our website for the course list.



IGETC Form

- Students can identify what classes fit the general education (GE) requirement through IGETC
- GE courses are required undergraduate courses
- See IGETC here:



Chabot Courses

- This is the broad list of all of Chabot courses
- You can check <https://www.assist.org> to see whether Chabot classes are transferrable to the major or check-in with your counselor



FILLING OUT CONCURRENT FORM

WHAT IS A CONCURRENT FORM?

- The concurrent form is a digital form that tells Chabot that your parent/guardian and counselor knows that you are taking a college course. It is available on our website.
- The student will complete section 1 on page one, section 4 on page two, and all of page three (AB 2364 HS Non-Resident Exemption Request).
- Chabot needs a parent/guardian's signature and a designated high school official to sign the E-Form.



Concurrent Enrollment Form - Section 1

RECOMMENDATION FOR CONCURRENT ENROLLMENT PROGRAM
 Office of Admissions and Records • 25555 Hesperian Blvd. Hayward, CA 94545 • concurrent@chabotcollege.edu
CONCURRENT ENROLLMENT PROGRAM IS FOR HIGH SCHOOL STUDENTS IN THE 10th, 11th, AND 12th GRADES ONLY
 Before submitting this form, you must complete a current online admission application. Term: _____
 Year: _____

SECTION 1: STUDENT INFORMATION (To be completed by student only)

(PRINT)

Name of School: * _____
 School Address: * _____
 Last Name First Name Middle

Street Address _____
 City, State, Zip _____
 Current Grade Level: * _____

Phone Number _____ Date of Birth (mm / dd / yyyy) _____ W# _____
 Chabot College Student ID number

Email (registration notification will be sent here) _____
 APPLICATION CONFIRMATION NUMBER _____
 Student signature: _____

SECTION 2: SCHOOL PRINCIPAL or DESIGNEE (To be completed by school Principal or Designee only)

REQUESTED COURSES		
COURSE TITLE (e.g.; ENGL 1A)	UNITS (e.g.; 3.0)	PRE-REQUISITE(S) *
1. _____	_____	_____
2. _____	_____	_____
ALTERNATE 1. _____	_____	_____
ALTERNATE 2. _____	_____	_____

COURSE RESTRICTIONS:

- Concurrent Enrollment is limited to a maximum of 2 courses or 6 units.
- Enrollment in physical education (P.E.) and basic skills courses (ENGL 100 level, all ESL courses, MATH 100 level) are not allowed. (Ed. Code 48800)
- Per Chabot English Department policy, student must be at least 16 years old or in junior standing to take English courses.
- *Many courses require the completion of prerequisite courses taken at Chabot College or their equivalent at another institution. Consult the course description in the class schedule or college catalog for identification of prerequisites. (Title 5, Sec. 55500)
- Placement must be completed prior to registration for English, Chemistry, and Math courses. Please check Assessment website (<http://www.chabotcollege.edu/Counseling/assessment/>) for schedule.

AUTHORIZED OFFICIALS: (Signatures are required every term. Initials or rubber stamps NOT acceptable.)

- As per Ed. Code 48800, the adult school principal or designee of the school, certifies by signing this form that no more than 5 percent of the total number of students per grade level shall be recommended for Concurrent Enrollment at Chabot College.
- I certify that the above recommended _____ # of units are based on the student's ability to benefit from "advanced scholastic or vocational work."

Principal or Designee (PRINT Name): _____ Phone: _____
 Principal or Designee's Signature: _____ Date: _____

FOR OFFICE USE ONLY

Student Information

- You will fill out all the yellow boxes.
- Date of birth format:** mm/dd/yyyy
 - Ex: 05/24/202
- W#** is your student ID. It should be in your email. Please contact your DE site lead if you cannot find your student ID (W#).
- Application Confirmation #:** Find on CCCapply

Requested Courses:

- Course Title:** Input the course title
- Units:**
- Pre-Requisite:** If courses have pre-requisite, please list them.
 - Student must complete the pre-requisite to take the course

Concurrent Enrollment Form - Section 4

➤ SECTION 4: Release of Personal Information

ATTENTION STUDENT: The Family Rights and Privacy Act require that most information about your attendance, grades, and behavior at the college cannot be provided to anyone without your written consent. By signing this form, you are giving Chabot College permission to release information to your parent or guardian.

Please read and choose one of the two choices

I **do not** authorize the release and or review of any and all personal information on record, my student records and any behavior/disciplinary status.

I authorize the release of the following information to my parent(s) or guardian named below:

- Any and all personal information on record.
- Grades and attendance information only.
- Behavior/disciplinary status only.

Parent / Guardian (PRINT Name): _____

Student's Signature: _____ Date: _____

Page 2: Section 4

Release of Personal Information

- **Section 4:** This section gives Chabot College permission to release information to parent/guardian including:
 - Personal info on record
 - Grade and attendance information
 - Behavior/disciplinary status

Concurrent Enrollment Form - Section 4

AB 2364 HIGH SCHOOL NON-RESIDENT EXEMPTION REQUEST

This form is to be used in the event that you have applied to Chabot College or Las Positas College for the purpose of enrolling under the Concurrent Enrollment program and was coded as a non-resident of California.

To be eligible for this exemption, you must meet all of the following:

- ◆ Completed all steps and documentation as required under the respective college's Concurrent Enrollment program.
- ◆ Approved/admitted under the respective colleges Concurrent Enrollment program.
- ◆ You are a U.S. Citizen, permanent resident, DACA grantee or alien without lawful immigration status (undocumented).

INSTRUCTIONS: To qualify for this exemption, fill out the required fields below and submit this form to the Admissions & Records Office of the college that you most recently applied to and/or is currently indicated as your Home Campus.

STUDENT INFORMATION:

(PRINT)

* _____ *	_____	_____	W _____ *
Last Name	First Name	Middle	Chabot College Student ID number

EXEMPTION REQUEST:

I am requesting an exemption of non-resident status to the following institution (PICK ONE):

Chabot College

Las Positas College

I am requesting an exemption of non-resident status at Chabot College.

Check one box that applies to you:

I am a U.S. Citizen, Permanent Resident (green card holder), Deferred Action for Childhood Arrival (DACA) grantee, or an alien without lawful immigration status (undocumented). **[Eligible for exemption]**

Nonimmigrant alien as defined by federal law (nonimmigrant aliens have been admitted to the United States temporarily and include, but are not limited to, foreign students holding F or M visas and exchange visitors holding J visas). **[NOT eligible for exemption].**

STUDENT AGREEMENT:

By signing below, I certify that the information provided on this form is truthful and accurate and that I meet all requirements listed on this form.

Student's Signature: * Click here to sign _____ Date: 02/20/2024

IMPORTANT NOTICE:

AB 2364 allows community colleges to exempt special part-time students, other than nonimmigrant aliens, as defined, from paying all or parts of the non-resident tuition fee if that student is admitted under the Concurrent Enrollment program.

AB 2364 - High School Non-Resident Ex.

- Individual Dual Enrollment (Concurrent Form) is free for all students that are:
 - US Citizen
 - Permanent Resident
 - Daca (Deferred Action for Childhood Arrival) Grantee
 - Resident Alien
- **Once you complete this:** it will ask you to have a Participant 2 and a Participant 3 on the form. Please see next slide for more info.

Assigning Participants (Getting Signatures)

Assign to next participants ×

*** Participant 2**

Please list one parent/guardian's email address below

• Please input your parent/guardian email. It will send to them as Adobe sign form.

First name 👤 ⚠️ Last name

Email address Confirm email address

[+ Add Message](#) • Add a message to let your parent/guardian know that this form is for you to enroll in Individual Dual Enrollment

*** Participant 3**

Please list counselor's name and email address below.

First name Last name

Email address Confirm email address

• Please input your counselor or college & career tech:

- Counselor's Name:
- Counselor's Email:

- **Participant 2:** A parent or guardian that you know will sign this form
 - Please text your parent/guardian to sign the Adobe Form whenever they get a chance.
 - If your parent/guardian is inexperienced with technology, please support them to sign when you get home.

- **Participant 3:** A counselor that you know that will sign the form.

Concurrent Enrollment Form - Confirming your Email (Part 1)

Enter Your Information ×

Please enter your email and then click to sign this document.

Cancel Back Click to sign

- **After you fill your information, enter your PERSONAL email in this page.**
 - After inputting your email, the Adobe Sign form will be sent to your email for verification.
 - School emails will block Adobe, so the form must be sent to your personal email.

AS

Adobe Sign <adobesign@adobesign.com>

To:

Wed 2/1



Admissions & Records Office
2055 Heppner Blvd.
Hayward, CA 94545
Email: adobesign@adobesign.com
www.chabot.edu

Admissions & Records Office
3000 Campus Rd Drive
Livermore, CA 94550
Email: adobesign@adobesign.com
www.chabot.edu

CALIFORNIA COLLEGE AND CAREER ACCESS PATHWAYS (CCAP) ENROLLMENT FORM

The student named above is recommended as a special part-time CCAP community college student to enable take the majority of education at the community college level. The goal of this recommendation is to expand dual enrollment opportunities and develop multiple pathways from high school, including continuation high school and charter school to community college for career technical education or preparation for transfer, improve high school graduation rates, or help high school students achieve college and career readiness.

The following conditions are associated with admission as a CCAP student:

- Course content is college-level and will not be allowed for participants enrolled in CCAP programs.
- The student will be treated as a college student and expected to act in a manner consistent with the Student Code of Conduct.
- Grades earned are entered onto the student's permanent college transcript.
- Students can enroll up to a maximum of 30 units per term.
- Student enrolled in courses offered through a CCAP partnership shall not be awarded any fee prohibited by section 49024.
- Only courses that assist in obtaining career technical education or preparation for transfer, improving high school graduation rates, or helping high school youth achieve college and career readiness can be taken.
- Parents must communicate with their student regarding academic progress and not with the instructor or other college personnel on campus.

SECTION 1: STUDENT INFORMATION (To be completed by student)

First Name	Maya	Student ID	0080800	Enrollment Date	05/26/2020
Last Name	Maria	Student ID		Enrollment Date	
Home Address	5185				
Home Address	State Street Hayward CA 94541				
Name of High School	Chabot College				
High School Address	2055 Heppner Blvd Hayward CA 94545				
High School Phone	925-785-1234				
High School Email	maya.maria@chabot.edu				

SECTION 2: REQUIRED SIGNATURES

Student Signature: *Maya Maria* Date: 02/14/2024

Parent/J Guardian Signature: _____ Date: _____

Designated High School Official Signature: _____ Date: _____

Chabot College Designer: _____ Date: _____

Chabot College Designer Signature: _____ Date: _____

Thank you for signing Dual Enrollment CCAP Form. To complete the process, you just need to confirm your email address using the link below. It will only take seconds.

[Confirm my email address](#)

After you confirm your signature and other form participants have fulfilled their roles, all parties will receive a completed copy of Dual Enrollment CCAP Form as a PDF.

To ensure that you continue receiving our emails, please add adobesign@adobesign.com to your address book or safe list.

CAUTION: This email originated from outside Chabot Las Positas Community College District. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Reply Forward

Concurrent Enrollment Form - Confirming your Email (Part 2)

- Open your email and search the Adobe Acrobat Sign Form.
- Click "**Confirm my email address.**"

After the email confirmation

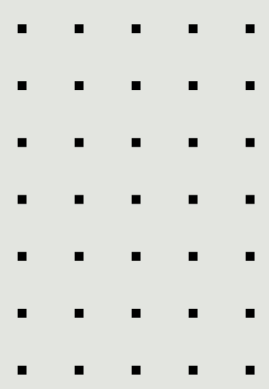
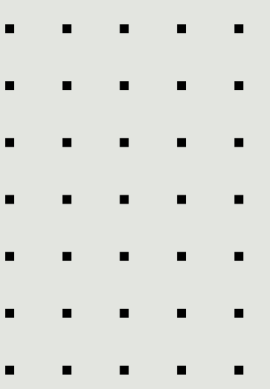
Your e-signing of Dual Enrollment CCAP Form has been verified. It has now been emailed to the additional signer(s) for their signature.

- Make sure you receive the notification above that confirms that you verified your email.

- Text your parents and guardians about the form.



Next Steps: Parent/Guardian Signatures

- The form was sent to your parents/guardian.
 - Please confirm that the form was signed by your parents/guardian and counselor.
- 
- 



Please Note: The form must be signed by all parties (student, parent and school counselor) by the application due date to be approved by A&R.

Forms with the following errors will be rejected:

- Wrong semester date on either the Chabot Application or Individual Dual Enrollment Form (Ex: Course is for SPRING 2024, Student applied for Summer 2024 on the Chabot App or Individual Dual Enrollment Form)
- The student submitted the Individual Dual Enrollment form outside the time window.
- IDE Adobe forms that request Physical Education (PE) or Basic Skill courses will be rejected.



ENROLLING IN CLASS-WEB

WHAT IS CLASS-WEB?

- In college, you enroll in classes yourself instead of a counselor doing that for you. You will do that through CLASS-Web.
- CLASS-Web is Chabot's student portal.
 - Every college will have their own version of a student portal.
 - Student portals are where you enroll in classes, withdraw from a class, check your financial aid status, look at your unofficial transcript, etc.



bit.ly/ChabotClass-Web

Please enter your User ID (College-issued "W" Number) and your numeric Personal Identification Number (PIN). When finished, click Login.

1. Not sure what to enter? Please read [What is my User ID/PIN?](#)
2. If you have forgotten your PIN, enter your User ID first, then click Forgot PIN?
3. *You have five attempts to correctly enter your User ID and PIN before your online account becomes disabled.*

When you have finished using CLASS-Web, please Exit and close your browser to protect your privacy.

User ID: e.g. W87654321

PIN: e.g. 123456

Login

Forgot PIN?

1A) FOR NEW USERS

User ID: W#

- You can use your CCID if you forget your W#

User PIN: mmddyy

- Date of birth as digits
- Ex: If I was born on February 2, 1998, my PIN is 020298

1B) FOR RETURNING USERS

User ID: W#

User PIN: The PIN you created

- If you do not know your PIN, please click "forgot PIN," or else you will be kicked out of your account .

Search

Main Menu

Welcome, _____ to the CLASS-Web Information System Last web access on Jan 17, 2024 at 06:33 pm



Please make a selection from the menu options below.
*When you have completed your session, choose the **EXIT** option at the top of the page.*
If your priority number has not yet been assigned, you may still be eligible to register if no holds exist on your record.



[What is my W ID? What is my Canvas ID?](#)

Can't remember your Zonemail email address? Look here!

[Student Services](#)

Register for classes; Add/Drop classes; Withdraw from classes; Pay your fees; View your assessment scores; View your grades or transcript

[Financial Aid](#)

[Elections / Student and Staff Surveys](#)

Vote in your College Election!! Check here for college surveys!

[Menu for Faculty, Staff & Advisors](#)

View Class Rosters; Find available rooms; Check Course Deadlines.

[Employee Information](#)

View your benefits, leave or job data, paystubs, W2 and W4 data.

[Personal Information](#)

Update your email address; View name change & social security number change information; Change your PIN.

[Parking Permits](#)

- [Chabot College Parking Permits](#)
- [Las Positas College Parking Permits](#)

2) Select "Student Services"

[Check Your Priority Registration Status](#)

Registration

Add or drop classes; Withdraw from classes; Change your grading option; Display your class schedule; Pay your fees

[Student Records](#)

Pay My Fees Online

Pay your fees using Visa, MasterCard, American Express or Discover.

DegreeWorks

Use DegreeWorks to map and track your progress toward graduation and completion.

- [Chabot DegreeWorks FAQs, how-tos, and login help](#) (opens in new window)
- [Las Positas DegreeWorks FAQs, how-tos, and login help](#) (opens in new window)

[Chabot Nursing Application Menu](#)

[Dental Hygiene Application Menu](#)

[Chabot LVN-RN Program Application Menu](#)

Chabot English Course Selection

Would you like to take a transfer-level English class at Chabot College? Complete the English Informed Course Selection [Learn more](#)

Chabot Math Course Selection

Would you like to take a transfer-level Math class at Chabot College? Complete the Math Course Selection [Learn more](#) (opens in new window)

Chabot Pre-Transfer Math Courses Petition

Petition to Enroll in Pre-Transfer Credit Math Courses (MTH 53, 55, 122)

Las Positas English Guided Self-Placement

Would you like to take a transfer-level English class at Las Positas College? Complete the English Guided Self-Placement [Learn more](#)

Las Positas Math Guided Self-Placement

Would you like to take a transfer-level Math class at Las Positas College? Complete the Math Guided Self-Placement [Learn more](#)

Las Positas French Guided Self-Placement

[Notification of Request for Incomplete](#)

[Online Orientation](#)

[Las Positas Title IX Certification](#)

[Student Resources](#)

3) Select

“Registration”

Registration

[Student Waitlist Step By Step](#) (opens in new window)

[Pass/No Pass Request \(Before or After Census\)](#)

You can now make the request to change your grading option online.

[Check Your Priority Registration Status](#)

Are you ready for registration? Check here for your current priority date, holds, SSSP services completed (Orientation, Assessment, Student

[Select Term](#)

[Steps to Success](#)

Complete the steps to success at Las Positas or Chabot College.

[Add/Drop or Withdraw from Classes](#)

Have an add number from your instructor? Use this link!

[Change Class Options \(Before Census\)](#)

Change the number of units for a variable unit class; change the grading option for a letter grade or credit-no credit class. This link may be used after census. Please use the Pass/No Pass Request Option.

[Student Schedule by Day & Time](#)

[Student Detail Schedule](#)

[Registration Fee Assessment](#)

[Pay My Fees Online](#)

Pay Fees Online by Credit Card (Visa, MasterCard, American Express, Discover)

[Check Class Deadlines](#)

[Check for Open Classes](#)

[Signing up for an online or hybrid class? Find out more here!](#)

This will provide you with additional information if you are registered into any Distance Ed (Canvas) classes.

[Guided Self-Placement and Course Selection](#)

Are you planning to register for a transfer-level English or Math class?

Be sure to complete the Course Selection or Guided Self-Placement for your College

- Chabot College
 - [English Course Selection](#)

4) Select
“Add/Drop or
Withdraw from
classes”

Select Term

Select a Term:



Submit

RELEASE: 8.7.2.CLP

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5) Select the term that you want to enroll in.



Adding the Course

Waitlist Position CRN Subj Crse Sec College Title

Add Classes

CRNs

Submit Changes Class Search Reset

1) Input Course Registration Number (CRN)

- Select one of the boxes under "CRN."
- Input the CRN Code for the course.
 - CRN Code:

Current Schedule

Status	Action	CRN	Subj	Crse	Sec	College	Cred	Grade	Mode	Title
Web Registered on Nov 20, 2023	None		ARTH	5	001	Undergraduate	3.000	Grade only (Letter)		Renaissance to Modern

2) Confirm enrollment

- Confirm that your course should show up on your "Current Schedule" as "Web Registered" like above.
- You are now enrolled in the course.



Dropping a course

Current Schedule

Status	Action	CRN	Subj	Crse	Sec	College	Cred	Grade	Mode	Title
Web Registered on Nov 20, 2023	None		ARTH	5	001	Undergraduate	3.000	Grade only (Letter)		Renaissance to Modern
Web Registered on Nov 20, 2023	None		PSY	2	EN1	Undergraduate	3.000	Grade only (Letter)		Psychological Methodology
Web Registered on Nov 20, 2023	None		PSY	4	EH1	Undergraduate	3.000	Grade only (Letter)		Brain, Mind and Behavior
Web Registered on Jan 16, 2024	None		ES	43	MVM	Undergraduate	3.000	Grade only (Letter)		Asian Amer Hist:Early 20th Cen

Total Credit Hours: 12.000
Billing Hours: 12.000
Minimum Hours: 0.000
Maximum Hours: 18.000
Date: Feb 14, 2024 04:55 pm

Previously Waitlisted Classes - Obtain Add Authorization Number from Instructor

Waitlist Position CRN Subj Crse Sec College Title

Add Classes

CRNs

Submit Changes Class Search Reset

1) Select drop down under Action

- Select NGR Web Drop or Drop with a "W/"
- NGR Web Drop means **No Grade on Record (NGR)**. This means you web dropped before the NGR drop date and the course will not be on your final transcript.



Thank you!

- Presentation provided by the dual enrollment program at Chabot. Free for all our partners to use or edit.
- Questions please email: Mito@chabotcollege.edu