Concurrent Enrollment Application Process – Summer 2020 only

1) Student applies to Chabot College for Summer 2020 online at [www.chabotcollege.edu](http://www.chabotcollege.edu). Students will need to write down the confirmation number they receive after completing the Chabot College Application for Admissions because they will need to include it on their Concurrent Enrollment packet.

2) Student completes the Concurrent Enrollment form with their signature (student) and parent/guardian signature(s) (including their W# – sent to students in confirmation email from Admissions & Records). Students should keep a copy for their records.

3) If students are applying to take an English Course (they must be at least a junior in HS and 16 years old) or a Math course, students must first complete the placement process as follows:
   a) Log into CLASS-Web with their W# and their PIN (student’s 6 digit birthdate – mmddyy - for the first time - then the system will prompt the student to change their PIN to a new 6 digit number).
   b) Click on “Student Services” and then click on and complete the “English Informed Course Selection” and/or “Math Guided Self Placement” as needed.

4) Since there is no way to get an actual signature from HS Counselor/Principal due to the shelter in place, we are temporarily allowing the following approval process:
   • HS Counselor and/or Principal/Assistant Principal sends an email to Chabot College Admissions and Records Office ([concurrent@chabotcollege.edu](mailto:concurrent@chabotcollege.edu)) from the high school official’s email address to provide their “permission” for students to take a concurrent enrollment class.
   • HS Official needs to list the student name and grade level for each student they are giving permission to attend Chabot College for Summer 2020.

5) Student submits all signed (by Parent/Guardian and student) Concurrent Enrollment forms to Chabot College’s Admissions & Records office in one of two ways:
   a) Using the student’s Zonemail email account. Email the forms to Admissions & Records to [concurrent@chabotcollege.edu](mailto:concurrent@chabotcollege.edu). See this link for directions about how to access Zonemail: [http://www.chabotcollege.edu/students/online-systems/student-email.php](http://www.chabotcollege.edu/students/online-systems/student-email.php)
   b) Mail the Concurrent Enrollment forms to:
      Chabot College
      ATTN: Admissions & Records
      25555 Hesperian Blvd
      Hayward, CA 94545

Students will receive an email when their Concurrent Enrollment application has been approved with their registration date.

6) On the student’s registration date, they need to log into CLASS-Web with their W# and their PIN (their 6 digit birthdate – mmddyy for the first time- and then the system will then prompt them to change their pin to a new 6 digit number).
   a) Students register for their class by the following steps:
      i. Under “Student Services”, click on “Add/Drop” classes and “Search for classes”
      ii. Students need to look up the course they were approved to take and click on the box next to the time/days they want.
      iii. Select “Submit changes”