

Concurrent Enrollment Permission and Registration Process

****This form is not to be used for Dual Enrollment registration. See #11***

You may wish to view an online prep session that provides an explanation of this form and a discussion of what to expect when taking classes at Shasta College. <http://www.shastacollege.edu/hsplacement>

1. **Consult:** with your parent/guardian, your high school counselor and/or principal to select courses and obtain appropriate signatures. It is advisable to select alternate courses.
2. **Apply:** for admission online at www.shastacollege.edu/apply.
3. **Complete:** the [Concurrent Enrollment Permission Request](#). A complete form will include signatures from the student, parent/guardian and school principal. Graduating 8th graders may obtain a signature from either the middle school or high school principal.
4. **Math Placement:** Please email or mail your unofficial HS school transcript or screenshot of your grades in Aeries with this application to determine appropriate placement.
5. **English Placement:** Students in their first semester of 11th grade or below who wish to enroll in transfer level English (e.g. English 1A) or in a class with transfer-level English as a prerequisite (e.g. Geography 8) will be required to email or submit a [writing prompt](#) and an unofficial transcript along with this application. A letter of recommendation is encouraged. Students in their second semester of 11th grade or above who wish to enroll in transfer level English must only email or submit a copy of their unofficial high school transcript or screenshot of your grades in Aeries with this application. An essay is not required.
6. **Transcripts:** If you are completing a course to obtain high school credit, please request to have your Shasta College transcripts sent to your high school. Transcript requests are available online at <http://www.shastacollege.edu/transcript>.
7. **Other Prerequisites:** Many courses offered at Shasta College have prerequisites or enrollment restrictions. Please refer to the [Shasta College Catalog](#) for additional information. Students who wish to enroll in a course that may present a safety hazard (e.g. Welding) or an audition-based course (e.g. Shasta College Concert Orchestra) must obtain instructor approval before attempting to register. Instructors may email approval to admissions@shastacollege.edu.
 - **Go to <http://www.shastacollege.edu/hsplacement> for additional placement and pre-requisite information.**
8. **Submit this Concurrent Enrollment Permission Request:**
 - Completed forms and supporting documentation can be submitted in the following ways
 - Scan/take a picture of and email to: admissions@shastacollege.edu
 - Mail to: Shasta College Admissions and Records, PO Box 496006, Redding, CA 96049-6006
 - Attn: Concurrent Enrollment
9. **Online Registration:** Once you have received an email confirmation, proceed with the ONLINE REGISTRATION through MyShasta. View the Shasta College website to obtain the date and time of your registration. A short guide on how to register for classes online is available at <http://www.shastacollege.edu/hsplacement>
10. **Fees:** Concurrent enrollment is defined as a high school or younger student taking college courses at a Shasta College campus or online. The \$46 per unit registration fee is waived. Concurrently enrolled students pay the Student Health Fee and the Campus Center Fee at the time of registration.
 - **Courses may have additional textbook and material fees.**
11. *** Dual Enrollment: Dual enrollment is defined as a high school student taking college courses at their local high school. Dual enrolled students do not pay registration, health, or campus center fees.**

