

Shasta College Concurrent Enrollment Permission Request Form Completion Guide

Parents, principals, and other school staff such as counselors or alternative administrators that will review and sign the electronic Concurrent Enrollment Permission Request form, will be required to create a profile with Dynamic forms.

Students will find the form, instructions and additional guides on this page on the Shasta College website:

<https://www.shastacollege.edu/academics/high-school-programs/concurrent-enrollment/>

The student is prompted to sign into the SC Portal first and then the form will open.

Here is a sample of the starting informational introduction page.



Shasta College Admissions & Records
PO Box 496006 Redding, CA 96049-6006
530-242-7650

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 and your high school counselor.

2. Apply: for admission online at www.shastacollege.edu/apply

3. Complete: the Concurrent Enrollment Form. 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. You will need to enter email addresses for yourself, your parent, and your school principal into the online request.

4. Math Placement: Students interested in transfer-level math need to schedule an appointment with a Shasta College counselor at (530) 242-7724. Go to <http://www.shastacollege.edu/hsplacement> for additional placement and pre-requisite information.

5. English Placement: Students in the 10th 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 provide a [writing prompt](#) and an unofficial transcript during their counseling appointment with a Shasta College counselor. A letter of recommendation is encouraged. Students in the 11th grade or above who wish to enroll in transfer level English must provide a copy of their unofficial high school transcript during their counseling appointment with a Shasta College counselor. Go to <http://www.shastacollege.edu/hsplacement>, for additional placement and prerequisite information as well as the writing prompt.

6. 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. Students must submit a registration slip along with an approved email from the instructor at admissions@shastacollege.edu. Instructors may email approval to admissions@shastacollege.edu.

7. Complete and Submit this Concurrent Enrollment Permission Request: Consult with your school counselor and/or principal to select courses and obtain appropriate email addresses for signatures. It is advisable to select alternate courses. Completed forms and supporting documentation can be submitted in the following ways:

- Submit everything online through this online form (quickest and most efficient method)
- Type into the form, print, obtain remaining signatures, and Scan/Email to admissions@shastacollege.edu
- Type into the form, print, obtain remaining signatures, and Mail to Shasta College Admissions and Records, PO Box 496006, Redding, CA 96049-6006
Attn: Concurrent Enrollment
- **YOU WILL RECEIVE AN EMAIL NOTIFICATION ONCE THIS REQUEST HAS BEEN PROCESSED.**

8. Online Registration: Once you have received an email confirming your request from admissions@shastacollege.edu, 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>

9. 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.

10. 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 after you complete your concurrent course(s). Transcript requests are available online at <https://www.shastacollege.edu/current-students/transcripts/>.

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 and campus center fees.

Next

After the student signs in through the Shasta College Portal and the form opens they will find that their First Name and Last Name and Student ID will have auto-filled into the form.

The student will fill in the required information.

Please refer to the helpful reference guide that lists schools/principals/school email address, as some schools are using a specific email address for the Concurrent form instead of the principal's. The reference guide is listed in several places on the web page and can also be located [here](#).



Shasta College

Shasta College Admissions & Records
PO Box 496006 Redding, CA 96049-6006
530-242-7650

Concurrent Enrollment Permission Request

This is not a course registration form. Students need to register online after receiving a clearance.

Student

First Name: * Michelle Last Name: * Fairchild Student ID #: * [blue box] Attending Term: * -- Please Select --
Email: * [] Phone #: * [] Date of Birth: * []
Address: * []
City: * [] State: * -- Please Select -- Zip Code: * []
Current High School: * -- Please Select --
Grade level you will be in when semester starts: * -- Please Select --
☐ If you are attending a home school or private school and need to submit a current affidavit, please check this box.

Parent

First Name: * [] Last Name: * [] Email: * []

Principal

First Name: * [] Last Name: * [] Email: * []

Proposed Courses. The following courses are recommended:

Course Number (e.g. ENGL 1A)	Total Units	Course Number (e.g. ENGL 1A)	Total Units
1) * []	* []	4) []	[]
2) []	[]	5) []	[]
3) []	[]	6) []	[]

* ☐ I am aware that if my intended courses require a pre-requisite, I will contact the Counseling Center at (530) 242-7724 for an appointment before I register for classes. For more information on scheduling an appointment you can visit: www.shastacollege.edu/counseling I will bring my high school transcript and other required materials to that appointment for evaluation. (For specific requirements visit: www.shastacollege.edu/hsplacement)

A student may enroll in up to 11 units per semester (Fall and Spring). During summer sessions, students may enroll up to 7 units. (Education Code 76001 and 76002)

*
(click to sign)
Student Signature _____ Date _____

I understand and accept the conditions of enrollment. If I am under the age of 18, do not have a H.S. diploma, or the equivalent and I'm not currently enrolled in a home school or school district, I must schedule a meeting with the AVP of Student Services.

*

There are some sections that now have pull down menus.

Two examples are the Attending Term field and the Current High School field.

Student

First Name: * Michelle Last Name: * Fairchild Student ID #: 4 Attending Term: * -- Please Select --
Email: * Phone #: * Date of Birth: *
Address: *
City: * State: * California Zip Code: *

Current High School: * -- Please Select --

Grade level you will be in when semester starts:

☐ If you are attending a home school or private school and

Parent

First Name: * Last Name: *

Principal

First Name: * Last Name: *

Proposed Courses. The following courses are recommended:

Course Number (e.g. ENGL 1A)	Total Units	Course Number (e.g. ENGL 1A)
1) *	*	4) *
2) *	*	5) *
3) *	*	6) *

-- Please Select --
Anderson New Technology High School
Anderson Union High School
Big Valley Joint Unified School District
Burney Jr. Sr. High School
Centennial High School
Central Valley High School
Corning Union High School
Dunsmuir High School
Enterprise High School
Etna High School
Fall River Jr. Sr. High School
Foothill High School
Hayfork Elementary School
Hayfork High School
Los Molinos High School
Mercy High School
Modoc High School
Mountain Lakes High School
Mountain View Continuation High School

Please note that there is an "Other" option for schools or home school options not listed and after selecting Other you will be provided a field to enter the name of the program/school.

Current High School:

* Other (school not listed)

Name of High School (not listed in selection):

One will also select the grade level from a pull down menu.

Grade level you will be in when semester starts:

☐ If you are attending a home school or private school and need to submit a current affidavit, please

Parent

First Name: * Last Name: * Email: *

Principal

First Name: * Last Name: * Email: *

-- Please Select --
-- Please Select --
5th Grade
6th Grade
7th Grade
8th Grade
9th Grade
10th Grade
11th Grade
12th Grade

If you are attending a home school or private school and need to submit a current affidavit check the box and you will be prompted to upload the form. This will then be sent electronically with the form.

☒ If you are attending a home school or private school and need to submit a current affidavit, please check this box.

Affidavit Upload Here: * Choose File No file chosen

Files over 25 MB will not be accepted

When the student has entered all of the information and is ready to sign the he/she/they will select the (click to sign) highlighted area at which point a box will open. The student will enter their first and last name into the fields and then select the Sign Electronically box.

***** (click to sign)

Student Signature _____ Date _____

I understand and accept the conditions of enrollment. If I am under the age of 18, do not have a H.S. diploma, or the equivalent and I'm not currently enrolled in a home school or school district, I must schedule a meeting with the AVP of Student Services.

Sign electronically

Please read the [Disclosure / Consent](#) before you sign your form electronically.

Typing your name exactly as it appears below signifies you are completing this form using an electronic signature. By signing electronically, you are certifying that you have read and understand the Disclosure/Consent and agree to electronically sign. You also agree to receive required disclosures or other communications related to this transaction electronically.

To continue with the electronic signature process, please enter your name and click the "Sign Electronically" button to save your information and submit your electronic signature.

Michelle

Fairchild

If you would like to opt out of electronic signature, please click the "Opt out and print" link below to save your information and print a local copy for your signature.

[Opt out and print](#)

The form is then routed to the Parent the student listed on the form in this area. The parent will receive an email to the account the student entered in the Email field.

Parent

First Name: * Last Name: * Email: *

Principal

First Name: * Last Name: * Email: *

The email will appear similar to the one featured below:

- Shasta College: Concurrent Enrollment Form ACTION NEEDED



admissions@shastacollege.edu <admissions@shastacollege.edu>
To: michelleidafairchild@gmail.com



Shasta College

You are receiving this email because Natalie Tucker has listed you as an approver on the Shasta College Concurrent Enrollment Form.

To review and sign your portion of the form please create an account and login here: [Click here to complete your section of the form.](#)

If you have any questions, please reach out to the Shasta College Admissions and Records Office directly.

Thanks,

Admissions and Records Office
Shasta College
11555 Old Oregon Trail
Redding CA 96003
admissions@shastacollege.edu
530-242-7650

After clicking the link in the email you will land on a Log In page that looks like this screen shot. One will need to choose the Create New Account option the first time a form is submitted by a student.



Log In

Sign in to complete the Concurrent Enrollment Form form as requested by Shasta College.

User Name

Password

Log In

Create New Account

Forgot User Name?

Forgot Your Password?

The account requires a Username, Password, Name, Email Address, Secret Question and Answer Hint.



Create a new account

Our enrollment process is fast, easy and secure. Once enrolled, you will immediately have convenient online access to complete required forms, view pending forms, and review your completed forms history.

Please complete all of the information below

Username *

Username restrictions:

- Must be at least 8 characters long
- Must contain at least one letter.

Set Password *

Confirm Password *

Password restrictions:

- Must be at least 8 characters long
- Cannot contain your username.
- Must contain 3 of the 4 types of characters below:
 - upper case letters
 - lower case letters
 - numbers
 - special characters: @ & \$

First Name *

Last Name *

E-mail Address *

Confirm E-mail Address *

Secret Question *

Secret Question Answer *

Answer Hint *

Create Account

Once the parent has signed the form it will electronically move to the next email address listed on the form in the Principal Email field. **Please refer to the helpful reference guide that lists schools/principals/school email address, as some schools are using a specific email address for the Concurrent form instead of the principal's. The reference guide is listed in several places on the web page and can also be located [here](#).**

Parent

First Name: * Last Name: * Email: *

Principal

First Name: * Last Name: * Email: *

After the form has been signed by both a parent and principal/administration/counselor, the student will receive an email informing them that all signatures have been completed. The form will then be ready for review by Shasta College staff in the Admissions and Records Dept.

Once reviewed and approved, the student will receive an email indicating the Concurrent form is complete.

The student would then be cleared to register for classes through their MyShasta account, unless they are signing up for a course that has a pre-requisite. If a course has a pre-requisite the student will need to contact the Counseling Center at (530) 242-7724 to arrange an express appointment with a college counselor. This information also appears on the Concurrent form under the section where the courses the student intends to take are listed.

Proposed Courses. The following courses are recommended:

Course Number (e.g. ENGL 1A)	Total Units	Course Number (e.g. ENGL 1A)	Total Units
1) * <input type="text"/>	* <input type="text"/>	4) <input type="text"/>	<input type="text"/>
2) <input type="text"/>	<input type="text"/>	5) <input type="text"/>	<input type="text"/>
3) <input type="text"/>	<input type="text"/>	6) <input type="text"/>	<input type="text"/>

* ☐ I am aware that if my intended courses require a pre-requisite, I will contact the Counseling Center at (530) 242-7724 for an appointment before I register for classes. For more information on scheduling an appointment you can visit: www.shastacollege.edu/counseling I will bring my high school transcript and other required materials to that appointment for evaluation. (For specific requirements visit: www.shastacollege.edu/hsplacement)

A student may enroll in up to 11 units per semester (Fall and Spring). During summer sessions, students may enroll up to 7 units. (Education Code 76001 and 76002)