

## **Gunderson High School Community College Concurrent Enrollment Process**

Special Part-time Students for the Fall or Spring Semester (11 units or less) or Summer (6 units or less). **Gunderson High School students concurrently enrolled will:**

1. **Meet with your high school academic counselor** to determine the course(s) needed for high school credit.
2. Complete and submit the **online application for admissions via [cccapply.org](http://cccapply.org)**. Processing of the application may take up to 2-3 business days. An email will be sent to you with your new community college student id number.
3. Obtain from your academic counselor (1) a copy of your transcript (2) R-40 Concurrent Enrollment form; (3) and SJUSD High School Outside Credit Approval form verifying:
  - a. Consent of parent or guardian.
  - b. A list of courses that the high school approves student to take.
  - c. Recommendation and consent that the student is in good standing and has the ability and maturity to benefit from college-level instruction.
  - d. Notification to the high school Registrar's Office of your intent to take community college course(s).
  - e. Signature of principal indicating that no more than 5% of the high school's students are attending the community college. (*Ed. Code 76000.3i*)
4. Register and **take the assessment/placement** test at the community college for proper course placement. The student must meet prerequisite requirements for the course.
5. **See a college counselor** to determine proper course selection and to insure you meet prerequisite requirements. Take a copy of your high school transcript.
6. **Register for courses.** Take the completed R-40 Concurrent Enrollment form to Admissions & Records in person to register for the course(s).

**Upon completion of the community college course(s), students are responsible for bringing a copy of an official community college transcript to the Gunderson Registrars Office.**