



# Dual High School Enrollment

Submit to dual.enrollment@missioncollege.edu

**Section I: To be completed by student.** Semester: Winter  Spring  Summer  Fall  Year: \_\_\_\_\_

Name: \_\_\_\_\_ Mission College ID #: **G0**  
Last First M.

Address: \_\_\_\_\_ Birth date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Age: \_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone #: \_\_\_\_\_

Email Address: \_\_\_\_\_ Grade: 9<sup>th</sup> or Below 10<sup>th</sup> 11<sup>th</sup> 12<sup>th</sup>

Name of High School: \_\_\_\_\_  
(as of Fall 2023)

Student signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Section II: Parent / Guardian Consent.** (Required when the student has not graduated from high school and under the age of 18) Note:

Please read the Parents' Expectation and Responsibilities section found on back of this form, before signing.

- I have read the Parents' Expectations and Responsibilities section on back of this form, and I understand my parental responsibility.
- I certify that the High School Principal/Designee named above is my child's school/district authorized representative.
- ***In case of a medical emergency, please provide first aid or send my child to an emergency facility. I realize that Mission College cannot assume responsibility for the payment of expenses incurred.***

Parent / Guardian Name & Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(Print Name / Signature)

**Section III: High School Principal / Designee.** (Note: See next page for College policies and High School's responsibility regarding course recommendation.)

- A maximum of 3 courses not to exceed 8 units in Summer 2023 and 11.0 units in Fall 2023 is permitted.
- **Physical Education (with an activity component) and Courses numbered 900 (basic skills) and above are not available for High School Students**

Course Subject : _____	Course Subject : _____	Course Subject: _____
Course Number: _____	Course Number: _____	Course Number: _____
Number of Units: _____	Number of Units: _____	Number of Units: _____
5-Digit CRN: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	5-Digit CRN <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	5-Digit CRN: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

### Registration Restricted to the above Mission College Courses Only

- I certify that the above recommended \_\_\_\_\_ (# of units) are based on the student's ability to benefit from "advanced scholastic or vocational work."
- I certify that I am the High School Principal / Designee, and authorized to sign this form.

Authorized School Official: \_\_\_\_\_ Title: \_\_\_\_\_  
High School Principal / Designee (PRINT Name)

Signature \_\_\_\_\_ Date: \_\_\_\_\_ Contact phone #: \_\_\_\_\_

NOTE: Please make a copy of completed forms for your records before submitting them to the college.

High School Use Only (optional):	High School Credit:	College Credit:
----------------------------------	---------------------	-----------------



# Dual Enrollment Program Policies and Procedures

---

## Student Information / Directions:

1. Apply for Admission – Visit [apply.missioncollege.edu](https://apply.missioncollege.edu) to create an account with OpenCCC Apply and apply to Mission College.
2. Students wanting to take Math or English at Mission College must visit [placement.missioncollege.edu](https://placement.missioncollege.edu) to determine the most appropriate placement using our Placement Assistance Tool.
3. Complete the Mission College Dual Enrollment Form with all necessary signatures and submit the form via email to [dual.enrollment@missioncollege.edu](mailto:dual.enrollment@missioncollege.edu).
  - a. Please allow at least 7 business days prior to the start of the Dual Enrollment registration period for processing time. All forms received after this date will be processed as quickly as possible in the order they are received.
4. Clear any prerequisites for the courses you wish to take prior to your registration date. If you feel you have met the prerequisite, please complete the [Prerequisite Clearance](#) form.
5. After your Dual Enrollment Form is processed, staff will communicate your assigned registration date to you via email. You can check your registration date and register for classes online via the My Mission Portal link on the home page, [www.missioncollege.edu](https://www.missioncollege.edu).
6. Upon course registration your WVMCCD email will be activated. Please check this email address regularly as all correspondence once you have registered for classes will be sent to this address.

## Student Information- Additional Policies

1. All dual enrollment students are required to submit the Dual Enrollment Form.
2. Students may **only** register for Mission College courses that have been approved by their high school principal or designee. All substitutions must be approved by the high school designee and re-submitted through a new Dual Enrollment form to Admissions & Records.
3. If a class is full, students may add themselves to the waitlist for the next available open seat. Should space in the class become available, students will be notified via email and have 48 hours from the time the notification is sent to register online. Once the 48 hours have passed, if you have not registered, the seat will be offered to the next student on the list.
4. A maximum of 3 Mission College courses not to exceed 8.0 units (including waitlisted courses) is permitted for Summer 2023. Beginning Fall 2023 a maximum of 3 Mission College courses not to exceed 11.0 units (including waitlisted courses) is permitted.
5. Kinesiology courses with an activity component and 900-level courses are not eligible for Dual Enrollment.
6. Students who miss the first day of class may be dropped from the class. However, it is your responsibility to drop classes online by the published deadline should you choose to no longer attend the class(es).
7. Review the Schedule of Classes ([www.missioncollege.edu](https://www.missioncollege.edu), “Schedule & Catalog”) to ensure you meet all Academic Deadlines.
8. Students are expected to conduct themselves in a responsible manner appropriate for the college environment. See – “[Code of Student Conduct](#)” ([www.missioncollege.edu](https://www.missioncollege.edu), “Schedule & Catalog”).

## Parents’ Expectations and Responsibilities:

1. Ensure that the student’s maturity level and academic preparation are appropriate for the college-learning environment. The content in some classes may not be suitable for minors.
2. The student must have access via cell phone to a parent/guardian in case of emergency.
3. Be advised that Dual Enrollment students are treated like any other college student; therefore a complete Mission College authorization form and photo ID is required if a parent/guardian wishes to conduct business on their student’s behalf.

NOTE: For safety and liability purposes, all students under 18 years of age will be identified to the Instructor.