



# HOW TO ENROLL AT OHLONE COLLEGE AS A DUAL ENROLLMENT STUDENT

## Step 1 – Complete Online Admissions Application

Complete the Application for Admission to Ohlone College located at:

<http://www.ohlone.edu/org/admissions/howtoenroll.html>

- Click the “Apply Online” link
- Read the OpenCCC Application directions.
- If you already have an Open CCC account, then sign in, make any changes to the account needed and begin the Application to Ohlone College.
- If you do not have an OpenCCC account, select “Create Account,” set up your OpenCCC account and then begin the application to Ohlone College.
- When the Ohlone College application is completed, print out the confirmation page (very important!)

## Step 2 – Complete Permission Form for Dual Enrollment Ohlone/Irvington High School

Complete your Dual Enrollment Permission form (provided by your High School) You, your parents, your high school counselor, and/or your high school principal must sign the form.

**Note:** Students who are not United States citizens must verify their immigration status. **Students should be prepared to provide a passport, permanent resident card, or other documentation (for example, notice of action or receipt thereof) that will demonstrate their immigration status.**

## Step 3 – Submit Application

Submit your Ohlone College Application Confirmation page, Dual Enrollment Permission form, with all signatures (and immigration documents, if applicable) to your instructor or High School Program coordinator, no later than:

**Tuesday, Sept 5<sup>th</sup>, 2017**

## Step 4 – Appointment for Placement Testing (if applicable)

**Currently not applicable for courses being taught at Irvington High School**

<http://www.ohlone.edu/org/placement/>

## Step 5 – Set up Student WebAdvisor account and review

After you receive the email from Ohlone College confirming your application is complete, you should set up your Web Advisor account. This email will provide you with instructions and your permanent Ohlone College student ID #.

· Registration will be completed by Ohlone College after receiving the class roster from Irvington High. ... Click the “My Class Schedule” link in your Web Advisor account to verify registration.

**\*\*Attend classes\*\***