

6 STEPS TO BECOMING A DUAL ENROLLMENT STUDENT

Hey, High School Students! Set sail on the seas of success with Orange Coast College.

OCC provides you with the tools to explore your educational goals and career path while preparing you to overcome any challenge you might meet along the way.

Start on these steps to becoming an OCC Dual Enrollment student today!

ONBOARDING

1

Apply Online to Orange Coast College - *required*

Complete the [online application](#) for the semester you plan to attend. You do not need to reapply each semester unless you skip two primary semesters (Fall and Spring) or you will be graduating from high school and attending as a First-Time College Student.

2

Complete the OCC Dual Enrollment Form and email it to dualenrollment@occ.cccd.edu - *required*

After you receive your OCC Acceptance Email, which includes your OCC Student ID Number, complete the [Dual Enrollment Form](#) and email it to dualenrollment@occ.cccd.edu. Be sure it has the appropriate signatures (parent/guardian and your HS Principal). You will be notified via email (your OCC email) when the form is processed and courses approved.

3

Register for the approved course(s) on your OCC Dual Enrollment Form - *required*

You may register for your approved courses anytime on or after your registration window opens. View when your window opens on your [MyCoast Account](#). Log into MyCoast → select the "Registration" tab → find "Registration Status & Checklist." All registration is done online in your MyCoast portal. Check out this video - [How to Register](#) - for a step-by-step guide on how to register. After you register, pay the semester fees (*if applicable*) to secure your seat in the class.

STEPS TO SUCCESS

4

Enroll in the Dual Enrollment Online Orientation - *highly encouraged* - *after class registration*

After you register, you will receive an email inviting you to self-enroll in the Dual Enrollment Online Orientation on Canvas (Online Learning Management System). This orientation will help you understand the differences between high school and college and connect you to helpful resources available to you throughout the year.

5

Attend a Dual Enrollment Student Success Workshop - *highly encouraged* - *before first-class meeting*

Before the start of the semester, we will invite you to attend a LIVEONLINE student success workshop. (LIVEONLINE means you will log in to a live Zoom session at a specific time). In the workshop, we will cover topics to help prepare you for your first day of class and successfully navigate Canvas (Online Learning Management System). This workshop is highly encouraged for first-time dual enrollment students!

6

Dual Enrollment Check-ins & Counseling Workshops - *highly encouraged* - *during the term*

We will invite you to attend a series of LIVEONLINE check-ins and counseling workshops throughout the semester. It will be your chance to check-in with us and tell us how you are doing. We will also cover topics that will help you be a successful college student at our campus and share upcoming dual enrollment opportunities. Be sure to check your student email regularly (and if you need help setting this up, we are here to help)!

Questions? Contact us!

dualenrollment@occ.cccd.edu



ORANGE
COAST
COLLEGE