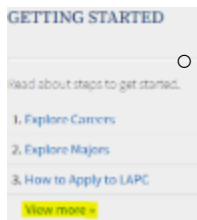


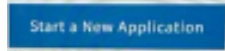
## Concurrent Enrollment Checklist

### 1. Submit an Application for LA Pierce College - [lapc.edu/admissions/apply](http://lapc.edu/admissions/apply)

- Scroll down to the bottom and Click on “College Credit Application Apply Now”
- Click the blue words that say “Create an Account” and use your personal email
- Getting Started - click on “View more”



- After signing in, click on Step 4 Apply Now-CCCAppl. Sign in.
- Click on the BIG BLUE TAB– “Start New Application” to apply directly to Pierce
- You will get an email with your Pierce ID (starts with 90). Check your spam or junk mail. The email will contain how to create another account for the [Pierce SIS portal](#). You can log into your Pierce SIS Portal with your Pierce ID



### 2. Fill out K-12 Concurrent Enrollment Form Electronically - [lapc.edu/admissions/dual-enrollment/k12](http://lapc.edu/admissions/dual-enrollment/k12)

- Include Pierce ID#. You cannot complete the dynamic form until you get your Pierce ID
- Will need email addresses and electronic signatures of student, parent/guardian, & school counselor
- School Address: 5440 Valley Circle Blvd Woodland Hills, CA 91367
- Must accurately include the name and course number of the class, which are located on the Pierce schedule - [lapc.edu/academics/calendar-schedules](http://lapc.edu/academics/calendar-schedules)

Course Name	Course Number	Unit
SOC	001	3
Course 1: TUTOR	001T	
Course 2: <input type="text" value="Psychology"/>	<input type="text" value="1"/>	<input type="text" value="3"/>
Course 3: <input type="text" value="Statistics"/>	<input type="text" value="101"/>	<input type="text" value="3"/>
Course 4: <input type="text"/>		
Course 5: <input type="text"/>		
Course 6: <input type="text"/>		
Total Units		<input type="text" value="9"/>

High School Official Only  
Please enter any updates/corrections or comments:

Enrollment Status:

### 3. Enroll for the Class via Student Portal - [sso.laccd.edu/adfs/ls/idpinitiatedsignon](http://sso.laccd.edu/adfs/ls/idpinitiatedsignon)

- K-12 Form must be cleared by Admissions in order to enroll in classes
- You must go back to your student portal (SIS Portal) and then add the section of the class you are trying to enroll in
- Video on how to enroll in classes [youtube.com/watch?v=BoK1mx9tkxl](https://youtube.com/watch?v=BoK1mx9tkxl)
- You can do a “live chat” with someone in Admissions if you have questions about your application - [kiosk.na1.qless.com/kiosk/app/home/100100000300](http://kiosk.na1.qless.com/kiosk/app/home/100100000300)

#### **What can I sign up for?**

You must always consult with your school counselor before signing up for a class. They can talk to you about whether your classes will be considered “enrichment” only or can count for high school credit.

#### **How many classes can I sign up for?**

You can take up to 11 units for each session for free. You will still have to pay for books unless you are in dual enrollment.

#### **When do I sign up for classes?**

You have to check the Pierce website for the new schedule each session (located on the top of the website). You can sign up anywhere from 2 months to a week prior to the start of the session.