

RCC CONCURRENT ENROLLMENT

HOW TO ENROLL FOR RCC CONCURRENT ENROLLMENT

STEP 1:

Fill out Admissions & Records High School Concurrent Enrollment School/Parent Approval Form [here](#).

STEP 2:

Send scanned & signed form to tbutler@riversideunified.org for signature

STEP 3:

Send/order official transcripts [here](#).
*if not approved within 72 hours contact mfranco@riversideunified.org

STEP 4:

Create an OpenCCC account [here](#).
*you'll get an acceptance email in 2-4 days with your MyPortal account

STEP 5:

Send CCC account confirmation code, signed Admissions & Records High School Concurrent Enrollment School/Parent Approval Form for 2020-2021 & Parchment receipt (proof that transcripts were sent over) to DualEnrollment@rcc.edu
*include your full name, date of birth & student ID #

STEP 6:

Access MyPortal account: find classes you want to take under registration section → search classes (make sure they are not “closed” or “waitlisted”)

STEP 7:

Click course name to find professors email. Email professor: I am a high school concurrent student and would like to enroll into your class. If you are willing to have me in the class, please respond with an add code that I can forward to the Admissions and Records office to be added into the class.
*they can only provide this after the 24th so keep a close eye on availability

STEP 8:

Forward add code & course request to DualEnrollment@rcc.edu

STEP 9:

Pay class fees & wait for course registration request approval email

STEP 10:

If you have any further questions contact:
PHS Counselors [here](#)
or
DualEnrollment@rcc.edu

