Sierra College Dual Enrollment Instructions

Congratulations on signing up to take a Dual Enrollment class at Roseville High! Roseville High is offering this class in partnership with Sierra College. As a result, you will also need to register for the class through Sierra College.

Please follow these steps in order to ensure you are completely registered and eligible to earn credit for the class through Sierra College. Your Roseville High Dual Enrollment teacher will assist you with this process during the first two weeks of class.

1. **Click here and then begin this video:** Dual Enrollment: How to Apply (timestamp 0:00 - 4:03)
    - *Please note: if you are plan to take a Dual Enrollment class in the Spring and you participated in a Dual Enrollment or Academic Enrichment class during the Fall term, you can skip Step 1 and Step 2 and go straight to Step 3.*
2. **Set up your mySierra account**
    - After you submit the Sierra College application, you will receive an email from Sierra College that says "*Welcome to Sierra College".* Copy your mySierra email address from the welcome email you received.
    - If you have taken a class at Sierra College before and already have a mySierra account, you can skip this step.
    - Reset your password using the password reset tool to create your mySierra password.
    - Follow the instructions to set up your account (video timestamp 4:04 – 5:56)
3. **Complete the Dual Enrollment e-form**
    - Click this **link** to complete the e-form for Fall 2024 Dual Enrollment classes
    - Click this **link** to complete the e-form for Spring 2025 Dual Enrollment classes
    - Use your mySierra username and password to login and complete the student section of the form
    - Choose your school first and then choose the dual enrollment class (or classes) you plan to take from the dropdown menus
    - Video Recording - Student - How to sign the Dual Enrollment e-form (video timestamp 5:57 – 6:48)
4. **Parent/Guardian completes the e-form** (video timestamp 6:49 – 6:59)
    - After you sign and submit the e-form, it will be routed to the email you listed for your parent or guardian. Your parent/guardian will need to create an account to provide their e-signature. If your parent/guardian needs help, have them contact enrollmentservices@sierracollege.edu

What happens next? (video timestamp 7:00 - 7:41)
Once your parent signs the e-form it is routed to your school counselor for approval then routed to Sierra College staff for processing and they will actually register you in the class(es). You can check with your instructor or your mySierra account to confirm you have been enrolled in the class.

Help and support:

- Email: Outreach@sierracollege.edu
- Phone: Outreach at 916-660-7582