



High School ENROLLMENT GUIDE

1

APPLY FOR ADMISSION

- Create an OpenCCC account and submit a Merced College application, [here](#). K-12 students must reapply for each semester you plan enroll in a course with us.

QUICK TIP: When creating your account, use a PERSONAL email address, NOT one associated with your current high school. Include your full legal name, do not use nicknames or initials. If you have a Social Security Number and might attend Merced College after graduating high school, it is beneficial to include it when applying, though not required.

2

IDENTIFY WHICH CLASS(ES) TO TAKE

- Check with your high school counselor for course advisement and eligibility. English 01A is open to eligible 11th and 12th graders only.

- Following course advisement, log into your Merced College Portal to search course offerings and section numbers.

QUICK TIP: Click [here](#) to learn how to search for class offerings. If you are having issues logging into your portal, please connect with our Student Help Desk at (209)381-6565

NOTE: K-12 students are not eligible to register online.

3

BEGIN YOUR K-12 PERMIT

- Download, complete, and save one permit for each class. Accessible, [here](#).

- Fill and sign the top portion with a parent/guardian.

- Be sure to include your Merced College ID#, each course name along with its 5-digit long section number (ex. English-01A-12345).

4

GET PERMIT SIGNED BY A HIGH SCHOOL OFFICIAL

- Email your form(s) to an administrator (typically an Associate Principal of Guidance) at your high school for a digital signature / statement of approval from their official school associated email address.



5

GET PERMIT SIGNED BY A COLLEGE COUNSELOR

- If your high school has a Pathway Counselor who also works with Merced College, you may submit your form(s) to them for this signature. Pathway counselors cannot sign as both the "Approving K-12 Official" & "College Counselor". Continue to step 6.

-- OR --

- If your school does not have a Pathway Counselor, or if they signed as the "K-12 Official", send your form(s) to **K12counselor@mccd.edu** for a Merced College Counselor's signature. If you cannot scan the form(s), you may submit a legible picture. Once signed, your forms will be forwarded to Admissions & Records on your behalf for enrollment processing.

NOTE: Students registering with Merced College for the first time may not be able to use their Merced College student email. In this case, use your high school associated email or personal email used when applying to Merced College to submit your forms. Skip to step 7.

6

SUBMIT PERMITS FOR ENROLLMENT PROCESSING

- Once all of the above are done, attach ALL completed forms to a single email and send to: **K12admissions@mccd.edu**. If you cannot scan your permit(s), you may submit a legible picture.

NOTE: Students registering with Merced College for the first time may not be able to use their Merced College student email yet. In this case, use your high school associated email or personal email used when applying to Merced College to submit your permit(s).

7

VERIFY ENROLLMENT

- If any information is missing, you will receive an email reply and may need to resubmit after adding the missing information.

- View your academic plan in your Merced College Portal to verify your enrollment. You will not receive a confirmation email from Admissions & Records.

NOTE: Parents wishing to complete or discuss enrollment or records information on behalf of their student requires the student to complete and submit an Authorization to Release Student Information form to Admissions. Accessible [here](#).

HAVE QUESTIONS?

Admissions & Records

Email: K12admissions@mccd.edu or use their LiveChat, [here](#).

Outreach team

Email: outreach@mccd.edu or use their LiveChat, [here](#).