



K-8th Grade **ENROLLMENT GUIDE**

1

APPLY FOR ADMISSION

- Create an OpenCCC account and submit a Merced College application, [here](#). K-12 students must reapply each semester.

QUICK TIP: When creating your account, use a PERSONAL email address when applying, NOT one associated with your current 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 a counselor at your current school for course advisement and eligibility. 8th graders submitting permits for Fall of their 9th grade year may instead connect with a counselor at their future high school. Math and English courses must be recommended by a principal.

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

QUICK TIP: Click [here](#) to learn how to search for course 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 PERMIT FOR SPECIAL K-12 STUDENTS

- 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# and each course name along with its 5-digit long section number (ex. English-01A-12345).



4

GET PERMIT SIGNED BY YOUR SCHOOL'S ADMINISTRATION

- Email your form(s) to an administrator at your school (or future high school if in 8th grade) for a digital signature / statement of approval from their official school associated email address. If planning to take an English / Math course, your permit **must** be signed by a Principal.

5

GET PERMIT SIGNED BY MERCED COLLEGE OFFICIALS

- Attach all of your completed permits to a single email and send to the appropriate Merced College Area Dean(s) for a signature. Identify which Dean(s) you need to email your form(s) to, [here](#).

- Once obtained, forward your completed K-12 Permit(s) to K12counselor@mccd.edu to receive a Merced College Counselor's signature. Once signed, your forms will be forwarded to Admissions & Records on your behalf for enrollment processing.

NOTE: If you cannot scan the form(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 the email associated with your current school or personal email used when applying to Merced College to submit your permit(s).

6

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](#).