



Dual Enrollment Application Process for Fall 2020 Only

1) Student applies to Ohlone College for Fall 2020 online at OpenCCCAppl. Students will need to write down the confirmation number they receive after completing the Ohlone College Application for Admissions because they will need to include it on their Dual Enrollment packet. 2) Student completes the Dual Enrollment form with their signature (student) and parent/guardian signature(s) and emails it to dualenrollment@ohlone.edu. Students should keep a copy for their records.

3) If students are applying to take an English Course or a Math course, students must first complete the placement process as follows: If this is your first time at Ohlone College, create a WebAdvisor account. You will need your Ohlone ID number, name (use capital letters for first and last name), date of birth mm/dd/yyyy and your zip code. Once you have created a WebAdvisor account log into WebAdvisor with your Ohlone Student ID and self-created password. Click on "Student Menu" and then click on and complete the "English Informed Course Selection" and/or "Math Guided Self Placement" as needed.

4) Since there is no way to get an actual signature from the Principal or Vice Principal due to the shelter in place, we are temporarily allowing the following approval process:

☑ Principal/Assistant Principal sends an email to Ohlone College Admissions and Records Office (dualenrollment@Ohlone.edu) from the high school official's email address to provide their "permission" for students to take a Dual enrollment class.

☑ High School Official needs to list the student name, grade level and course(s) student is approved to take for each student they are giving permission to attend Ohlone College for Fall 2020.

☑ Permission packets will be processed once permission has been received from your high school principal or high school designee

5) Student submits all signed (by Parent/Guardian and student) Dual Enrollment forms to Ohlone College's Admissions & Records office in one of two ways: a) use the email address that appears on the student's application for admission. Email the forms to Admissions & Records at dualenrollment@Ohlone.edu. b) Mail the Dual Enrollment forms to: Ohlone College ATTN: Admissions & Records 43600 Mission Blvd. Fremont, CA 94539

Students will receive an email when their Dual Enrollment application has been approved with their registration date.

6) On the student's registration date, they need to log into WebAdvisor with their Ohlone ID number once they have created their WebAdvisor account. a) Students register for their class by the following steps: i. Under "Registration", click on "Register for Sections" classes and "Search and Register for Sections for classes" ii. Students need to look up the course they were approved to take and click on the box next to the time/days they want. iii. Click the box under "Select" and click the submit button. Go to drop down and select "Register" and then click the submit button. Once you have done this to confirm your registration view "My Class Schedule" under Student Menu – Academic Profile.

7) Once you have registered for a class, set up your Ohlone student email account. The link is on the homepage of WebAdvisor. Follow the step by step instructions provided on the student email homepage. Your Ohlone student email account will be how the college will communicate with you.