



Ultimate K-12 ENROLLMENT GUIDE

1

APPLY FOR ADMISSION

- Go to: www.mccd.edu/getstarted/k12/ and select number 1, then "Apply Online Now"
- Sign into or Create a CCC Apply account
- Fill out and submit a application for target term(s)

2

COMPLETE A PERMIT FOR SPECIAL K-12 STUDENTS

- Download and complete one permit for each class.
- With a parent, fill out and sign the top portion of the form. Make sure to indicate the course name AND section number that you want to enroll in.
- Once complete, save and then send your forms via email to an administrator at your high school for a digital signature / statement of approval from their official school associated email address.
- Once the High School approval is received, contact and schedule an appointment with the Merced College Counseling Department for a signature on your K-12 Permit. Details given upon scheduling.

Note: English 01A is open to eligible 11th and 12th graders only.

3

SCHEDULE REQUEST FORM

- We will **not require** this form **unless** the student has a wet signature on one to override a prerequisite or an instructor has signed them into a class. Digital signatures and statements of approval are acceptable; follow above.
- Download if needed

4

SUBMIT FORMS TO THE ADMISSIONS & RECORDS OFFICE

- After receiving all the required signatures, attach ALL of completed forms to a single email and forward it to: Admissions@mccd.edu during open registration.
- NOTE: If you have not taken a Merced College course before, you may not be able to use the Merced College student email. We will accept emails from either your high school email or the email you used when applying to Merced College. If you cannot scan the forms, you may submit a legible picture.

QUESTIONS?

Email us at outreach@mccd.edu OR admissions@mccd.edu OR get assistance via LiveChat assistance on the following webpages:

<https://www.mccd.edu/getstarted/apply.html> OR
<https://www.mccd.edu/resources/admissions-records/index.html>