



High School Student Enrollment Process

Step 1 Dual Enrollment Application

- ✓ Access Dual Enrollment Application: www.compton.edu/studentservices/admissionandrecords.
- ✓ **Discuss which class you should take with your high school counselor.**

Step 2 Parent Signature – Section II

- ✓ Parent/Guardian consent is required to enroll at Compton College. Parent signature is required.
- ✓ **If your child receives academic accommodations at their high school through an IEP/504 plan, contact the Compton College Special Resource Center* at (310) 900-1600 ext. 2402, to determine if they qualify for academic accommodations at Compton College.**

Step 3 High School Counselor or Principal Signature – Section III

- ✓ Obtain Principal or Counselor consent
- ✓ Principal or Counselor must enter the course information, **not the student.**
 - ✓ Applications will not be approved if course information is entered by anyone other than the high school representative.
- ✓ Dual Enrollment Applications will not be accepted if the course recommendation is blank.
- ✓ Students enrolled in a Home Study Program must provide proof that the Home Study Program is registered with the State of California.
- ✓ Submit the completed Dual Enrollment Application to the Admissions and Records Office, in the Administration Building, located at: **1111 E. Artesia Blvd., Compton, CA 90221**

Step 4 CCCApply Admissions Application and Next Steps

- ✓ Submit an online Admissions Application online by clicking the “**Apply Online**” link at www.compton.edu or go to the Welcome Center in room D-27 for assistance.
- ✓ You will receive your student ID number, password, and registration instructions via email.
- ✓ An email will be sent to your Compton email address regarding the status of your Dual enrollment application.
- ✓ **If processed, you will be permitted to register only for the approved classes.**

Step 5 Complete mandatory New Student Orientation

- ✓ Can be completed in-person in the Welcome Center, room D-27. For more information call 310-900-1600 ext. 2765 or visit <http://www.compton.edu/steps/orientation.aspx>.

Step 6 Complete all prerequisites and/or Level Up Survey

- ✓ Complete a *Level Up Survey* for *English placement (11th and 12th graders only)***.
Must be completed before registering for a class that requires an English level clearance.
- ✓ Complete a *Level Up Survey* for *Math placement* (all high school students).
 - ✓ **Bring a copy of your unofficial transcript** to assist with course clearances and placement.
- ✓ Visit the Counseling Department in the Administration Building, to take the *Level Up Survey*.

Step 7 Register for classes

- ✓ Log into your MyCompton student portal for your appointment date to register.
- ✓ Register for **approved** class(es) on your designated appointment date and time.
- ✓ Print your schedule as confirmation of registration.

9th and 10th Graders: To be considered an **Unofficial Transcript is required** and must have at least a 2.0 GPA.
K-8 Students are required to submit the following items to be considered for enrollment:

1. Letter from a Principal
2. Letter from a Parent
3. Unofficial transcripts
4. ****Letter of Recommendation from a High School English teacher** that provides examples of the following:
 - Demonstrates the student’s college-readiness level (time management, study skills, reading comprehension and writing ability, etc.)
 - Offers evidence of maturity (ability to be self-motivated to complete assignments and homework)
 - Provides evidence of being a well-rounded student (school activities or extracurricular activities)

- Students may only enroll in 2 classes, and are **not allowed to enroll in PE or Contemporary Health classes.**



WHO TO CONTACT

If you have any question related to the dual enrollment process, below is a list of key Compton College staff who can offer assistance.

CONTACT	TITLE	TELEPHONE	EMAIL
Daisy D. Alfaro	Outreach and College Promise Coordinator	(310) 900-1600 Ext. 2767	dalfaro@compton.edu
Tamara Gonzalez	Student Services Advisor	(310) 900-1600 Ext. 2768	tgonzalez@compton.edu
Ebony Freeman	Student Services Advisor	(310) 900-1600 Ext. 2766	efreeman@compton.edu
Rosa Ledesma	Records Specialist	(310) 900-1600 Ext. 2042	rledesma@compton.edu
Nelly Alvarado	Director of Enrollment Services	(310) 900-1600 Ext. 2763	nalvarado@compton.edu

Compton College Student Service Departments

OFFICE	TELEPHONE
Admissions and Records	(310) 900-1600, Ext. 2050
Bookstore	(310) 900-1600, Ext. 2820
Counseling Department	(310) 900-1600, Ext. 2076
Extended Opportunity Programs and Services (EOP&S)	(310) 900-1600, Ext. 2914
First Year Experience (FYE)	(310) 900-1600, Ext. 2758
Library	(310) 900-1600, Ext. 2175
Student Success Center	(310) 900-1600, Ext. 2535
Student Life	(310) 900-1600, Ext. 2802
*Special Resource Center	(310) 900-1600, Ext. 2402
Transfer Center	(310) 900-1600, Ext. 2764

For additional assistance, contact the Outreach and School Relations Office at:

(310) 900-1600 x 2767

Room: C-29B

www.compton.edu/student-services/outreach-and-relations-with-schools/