



High School Student Dual Enrollment Process

- Step 1 CCCApply Admissions Application and Next Steps**
- ✓ Submit an online Admissions Application. Access the application at [Apply Online \(compton.edu\)](https://compton.edu). For assistance with completing the admissions application, contact someone from the Welcome Center at [Welcome Center](#)
 - ✓ A confirmation email will be sent to your personal email containing: your student ID number, password, and registration instructions.
- Step 2 Complete a Dual Enrollment Application**
- ✓ Dual Enrollment Application is available on this website: [High School Students \(compton.edu\)](https://compton.edu)
 - ✓ Discuss which class you should take with your high school counselor.
- Step 3 Have Parent Sign Dual Enrollment Application**
- ✓ Parent/Guardian consent is required to enroll at Compton College. They must sign the application.
 - ✓ **If you receive academic accommodations at your high school through an IEP/504 plan, contact the Compton College Special Resource Center** at (310) 900-1600 ext. 2402 or chat with them online at [Chat with a Special Resource Center Team Member \(compton.edu\)](#) to determine if you qualify for academic accommodations at Compton College.
- Step 4 Get Signature from High School Counselor or Principal**
- ✓ Principal or Counselor consent is required. Have them sign the Dual Enrollment Application.
 - ✓ 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. Additionally, Dual Enrollment Applications will not be accepted if the course recommendation is left 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 by email at admissions@compton.edu or in person.
- Step 5 Complete mandatory New Student Orientation**
- ✓ Orientation is only offered online through the *MyCompton* student portal. Students must activate their Compton College email and Office 365 accounts to access the Orientation link. For information additional information visit this website: [Steps to Enrollment \(compton.edu\)](https://compton.edu)
- Step 6 Complete all prerequisites, including any Math or English placement clearance.**
- ✓ For classes that have a prerequisite (requirements needed before you can enroll into a class), meet with a Counselor to get a clearance to enroll. [Counseling \(compton.edu\)](https://compton.edu)
 - ✓ **Must be completed before** registering for a class that requires an English or Math level clearance.
 - ✓ For information about English and Math Placement visit this web page: [English and Math Placement \(compton.edu\)](https://compton.edu)
 - ✓ Have a **copy of your unofficial transcript** to assist with course clearances and placement.
- Step 7 Approval to Register for classes**
- ✓ An email will be sent to your Compton College email address and your personal email address regarding the status of your Dual Enrollment approval or denial.
 - ✓ Once approved, log into your *MyCompton* student portal to see your registration Time Ticket (also known as registration appointment) date/time.
 - ✓ Register only for **approved** class(es) any time on or after your appointment time. For registration assistance contact the Welcome Center: [Welcome Center](#)
 - ✓ Print a copy of your class schedule to have on hand.

High Achieving K-8 Students: In addition to the documents listed above, you 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)

***Dual Enrollment students will not be allowed to enroll into Physical Education 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 help.

CONTACT	TITLE	TELEPHONE	EMAIL
Victor Atilano	Outreach and College Promise Coordinator	(310) 900-1600 Ext. 2767	vatilano@compton.edu
Melvon George	Student Services Advisor	(310) 900-1600 Ext. 2755	mgeorge1@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
Gerrard Huff	Records Specialist	(310) 900-1600 Ext. 2047	ghuff@compton.edu
Stephanie Lopez	Dual Enrollment Specialist	(310) 9090-1600 Ext. 2028	slopez15@compton.edu
Nelly Alvarado	Director of Educational Partnerships	(310) 900-1600 Ext. 2763	nalvarado@compton.edu
Brian Dean	Associate Registrar	(310) 900-1600 Ext. 2045	bdean1@compton.edu

Compton College Student Service Departments

OFFICE	TELEPHONE	Contact
Admissions and Records	(310) 900-1600, Ext. 2050	Admissions and Records
Bookstore	(310) 900-1600, Ext. 2820	Bookstore
Canvas Assistance	(424) 213-6003	Distance_ed@compton.com
Counseling Department	(310) 900-1600, Ext. 2076	Counseling Department
Extended Opportunity Programs and Services (EOP&S)	(310) 900-1600, Ext. 2914	Extended Opportunity Programs and Services (EOP&S)
First Year Experience (FYE)	(310) 900-1600, Ext. 2758	First Year Experience FYE
ITS Helpdesk (<i>Password reset, MyCompton access</i>)	(310) 900-1234	helpdesk@compton.edu
Library	(310) 900-1600, Ext. 2175	Library
Student Success Center	(310) 900-1600, Ext. 2535	Student Success Center
Special Resource Center	(310) 900-1600, Ext. 2402	Special Resource Center
Transfer Center	(310) 900-1600, Ext. 2764	Transfer Center
Vaccination Information	Student Vaccination Information	