

High School Counselor and Principal/Designee Instructions

- 1. Counselor (2nd signer)
 - You will see an email from Adobe Sign saying, "Signature Requested on 'High School Enrichment Non-CCAP Registration" for an email from "hse.enrollfresnocitycollege.edu via Adobe Acrobat Sign".
 - i. In the body of the email click "Review and Sign".

Signature requested on "SPRING High School E	nrichment (Non-CCAP) Registration"	
H hse.enrollfresnocitycollege.edu hse.enrollfresno	citycollege.edu via Adobe Acrobat Sign	ⓒ ← ≪ → 🕮 … Mon 3/3/2025 11:07 AM
[CAUTION]: This message originated from outside of S	tate Center CCD. Do not click on any links or open any attachments unless you recognize the sender and a	are expecting the message.
	Adobe Acrobat Sign	
	hse.enroll@fresnocitycollege.edu hse.enroll@fresnocitycollege.edu requests your signature on SPRING High School Enrichment (Non-CCAP) Registration	
	After you sign SPRING High School Enrichment (Non-CCAP) Registration, the agreement will be sent to signer two and hse.enroll@fresnocitycollege.edu hse.enroll@fresnocitycollege.edu. Then, all parties will receive a final PDF copy. Don't forward this email: If you don't want to sign, you can delegate to someone else.	

2. Click "send code". Go to your inbox to find the code and enter it in the field. The document will open.



- 3. After you "verify" you will have access to the document. Review the document. Determine if you feel the student's requested courses are appropriate based on their grade level and academic history.
 - a. If no, click "options" in the top left corner of the document and click "decline to sign".
 - b. If yes, click to sign. Type your name and your phone number.

	1001 Enrichment ti	UNTLUARI	REEISUALION	FUIII	
HHI	FRESNO • REEDLEY • N	ADERA . OAKHUR	ST . CLOVIS		
Step 1: STUDENT INFORM	ATION		1000		
Name: Sam the Ram	Birth Date: //	3/09 (ollege ID #: 10232	001	
Address: 555 State Way	City: Fre	no Sta	ite: CA Zip: 9	3299	
Phone: 555-555-5555	mail: katherinew@cos.e		HS Grad Year:	2020	
High School: Flesho High	Grade Level when	Class starts: 11-Jun	School Year 20	24	
Step 2: HIGH SCHOOL APP	ROVAL (11-unit limit)	o-term College	Campus: Fresno Ci	ty College	
Course # Course Title	Units	Course #	Course Title	Units	
1. 23456 Math 11 (1st	4		Rev. Bullet abalant	in commo	
3	choice/	3. 45678	Psy 2 (2nd choice)		
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Options ~	High School Enric	chment Non-CCAP Registration Fo	rm	
Read agreement	High School Principal or de	signee/Counselor - by signin	g below you acknowledge the follow	ving:
Delegate signing to another Decline to sign Clear document data View history Download PDF Legal Notices	 I have reviewed the academic record of the above-named student and certify that the student demonstrates adequate preparation in the course(s) listed and can benefit from advanced scholastic education. (Education Code 48800 (a)) SUMMER ONLY: I certify that I am limiting the number of recommendations to no more than five percent of the total number of pupils who completed the grade immediately prior to the time of the recommendation for summer session. (Education Code 48800 (d)) Homeschool students only: Must provide verification of approval from local high school district or California Department of Education. 		nonstrates ition Code of the total or summer California	
Start	High School Principal/Designee Signature:	*Click here to sign	Print Name: *	
	High School Counselor Signature	e: .	Print Name:	
	Date:	Contact Phone:		
	College Counselor Signature:		Print Name:	
	College Vice President Signature	e (if needed):	Print Name:	

- 4. The HSE packet now gets automatically sent to the 3rd signer (Principal or Designee). Note, if the student entered the counselor email and name as the 3rd signer(HS Principal/Designee) the counselor will get another email (same as before) prompting him/her to review and sign.
 - a. If you are authorized to sign this document as the principal/designee, do so now. You will follow the same steps as above.
 - b. If your principal does not want to sign he/she can reassign the document at this time.
 - i. Click "delegate", located in the body of the email near the bottom.

Signature requested on "SPRING High School Enrichment (Non-CCAP) Registration"	
H hse.enrollfresnocitycollege.edu hse.enrollfresnocitycollege.edu via Adobe Acrobat Sign	ר Reply الله Reply all → Forward
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🛃 Adobe Acrobat Sign	1
hse.enroll@fresnocitycollege.edu hse.enroll@fresnocitycollege.edu requests your signature on SPRING High School Enrichment (Non-CCAP) Registration	3
Review and sign	
After you sign SPRING High School Enrichment (Non-CCAP) Registration, th agreement will be sent to hsc-enroll@fresnocitycollege.edu hsc-enroll@fresnocitycollege.edu. Then, all parties will receive a final PDF copy. Don't forward this email: If you don't want to sign, you can delegate to someone else.	- e
Control by Adobe Acrobat Sign	

- ii. To delegate, type that person's email address in the pop-up window and type a message to them regarding what this is or what you need them to do.
- iii. That person follows steps 1-3 to sign.
- 5. A signed copy now goes to the HSE office. Once the FCC counselor signs the packet, all parties who signed will get a copy of the final document which will include the FCC counselor approval/denial notes for the student.

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	You're all set
	You finished signing "High School Enrichment Non-CCAP Registration Form". Next, hse.enroll@fresnocitycollege.edu will sign.
	We will send the final agreement to all parties. You can also download a copy of what you just signed.
	Manage your Acrobat Sign agreements
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