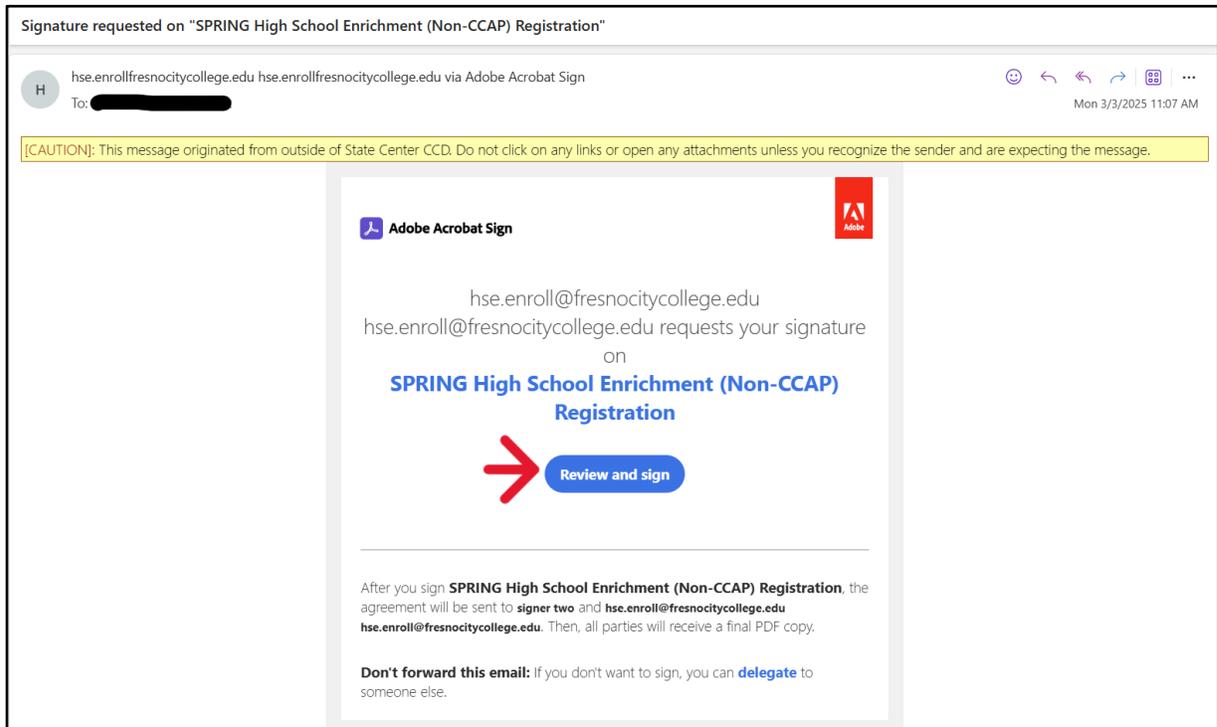
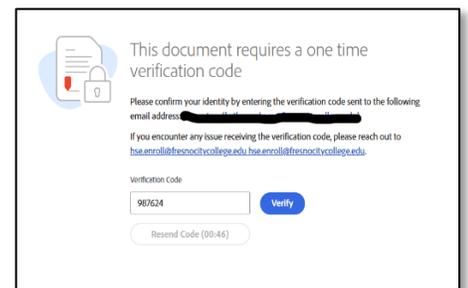
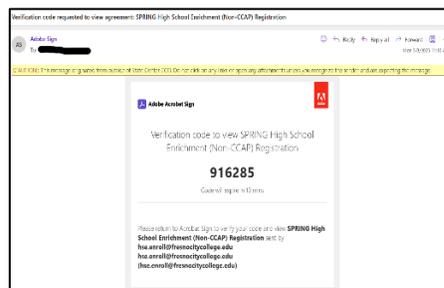
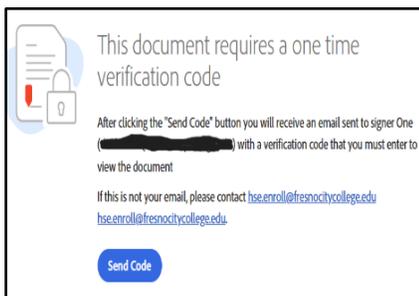


High School Counselor and Principal/Designee Instructions

1. Counselor (2nd signer)
 - a. 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”.



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.

High School Enrichment Non-CCAP Registration Form

HIGH SCHOOL ENRICHMENT (NON-CCAP) REGISTRATION FORM
 FRESNO • REEDLEY • MADERA • OAKHURST • CLOVIS

Step 1: STUDENT INFORMATION

Name: Sam the Ram Birth Date: 7/3/09 College ID #: 1023456
 Address: 555 State Way City: Fresno State: CA Zip: 93299
 Phone: 555-555-5555 Email: katherinew@cos.edu HS Grad Year: 2026
 High School: Fresno High Grade Level when class starts: 11-Junior School Year 20 24

This approval form for the following: Term: Fall/Full-term College Campus: Fresno City College

Step 2: HIGH SCHOOL APPROVAL (11-unit limit)

Course #	Course Title	Units
EX: 12345	ENGL-1A	4
1. 23456	Math 11 (1st choice)	5
2. 34567	Chem 12 (2nd choice)	5

Course #	Course Title	Units
3. 45678	Phy 2 (2nd choice)	5
4. 56789	only select 2 classes	

Accommodations for students with disabilities are by regulation different for college classes than for high school classes. If you are a student with a documented disability (i.e., IEP, 504 plan, etc.) and/or you would like to know about accommodations available for the college course for which you are enrolling, please contact Disabled Student Programs and Services (DSP&S) at 325-5050 (Clovis Community College), 442-8237 (Fresno City College), 494-3032 (Reedley College), or 675-4864 (Madera Community College).

High School Principal or designee/Counselor - by signing below you acknowledge the following:

- 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.

High School Principal/Designee Signature: * Print Name: *
 High School Counselor Signature: * Click here to sign Print Name: *
 Date: * Contact Phone: *
 College Counselor Signature: Print Name: *

Adobe Acrobat Sign

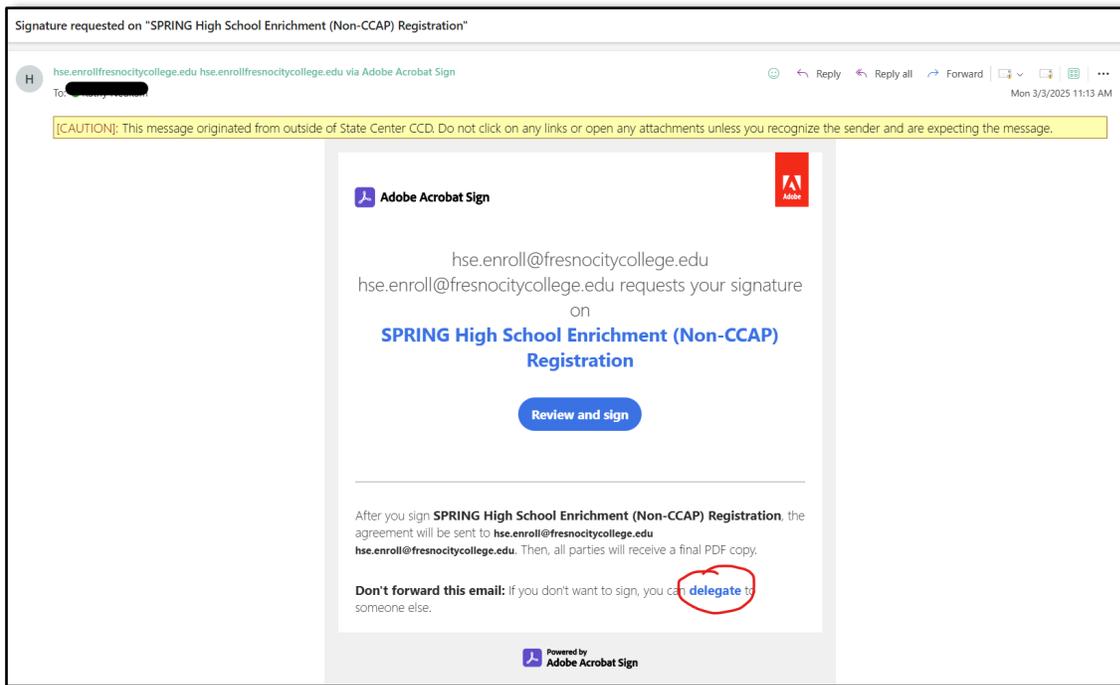
High School Enrichment Non-CCAP Registration Form

High School Principal or designee/Counselor - by signing below you acknowledge the following:

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- Homeschool students only: Must provide verification of approval from local high school district or California Department of Education.

High School Principal/Designee Signature: * Click here to sign Print Name: *
 High School Counselor Signature: Print Name: *
 Date: Contact Phone: *
 College Counselor Signature: Print Name: *
 College Vice President Signature (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.



- 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.

