

## HSE Packet – Student Instructions for Completing Digital Form

1. Click the link to open the HSE form for the semester you want to take classes. Then click “continue” to accept the terms and conditions of Adobe Acrobat

Please sign: High School Enrichment Non-CCAP Registration Form

**High School Enrichment (Non-CCAP) Registration Instructions**  
FRESNO • REEDLEY • MADERA • OAKHURST • CLOVIS

The procedures for applying to the **HIGH SCHOOL ENRICHMENT (Non-CCAP)** are listed below:

1. The intent of this program is to provide opportunities for students in high school. Students must have exhausted all opportunities to enroll in an equivalent course at their high school.
2. High School Enrichment (Non-CCAP) students are **provisional** students during each semester of attendance.
3. Not all courses listed in the college catalog are available to HSE students. **Generally, courses of a remedial nature, courses for which failing grades were earned, and courses required for High School graduation may not meet the intent and spirit of the program.** HSE Program students must spend a minimum day of 180 minutes on the high school campus. The HSE application includes a place for the high school to verify that the minimum day requirement is being met. The application will also include the specific course which the high school is authorizing for each student. The unit limit for High School Enrichment students is a maximum of 11 units per semester with high school approval.
4. A complete application consists of a SCCCD Dual/Enrichment Online Application, the HSE (Non-CCAP) enrollment form (one time) and HSE (Non-CCAP) registration form with all required signatures. The HSE (Non-CCAP) packet must be provided each semester the student plans to attend. Your high school counselor must assist you in your selection of requested course(s). We are unable to process incomplete packets.

By clicking continue, I acknowledge that I have read and agree to the Adobe [Terms of Use](#). See our [Privacy Policy](#) for details on our privacy practices.

Continue

2. Read the packet, pages 1-2, to understand the terms and conditions for State Center Community College District High School Enrichment enrollment
3. Fill in all fields on the packet
  - a. Tips for specific fields:
    - i. HS Grad Year – the year you will be graduating high school
    - ii. Grade level when class starts – Chose from the drop down. If this is for summer classes, your grade level will be the grade you start in the upcoming fall semester.
    - iii. School year –the year the class you want enrolled in starts
    - iv. Courses:
      1. Course # – you do not need to include course section numbers on the packet
      2. Course Title – use example on form to list the abbreviated course name for the course you want. Put the classes in the order (1,2,3,4) you prefer to be enrolled in if you are listing more than 11 units.



# High School Enrichment (Non-CCAP) Registration Form

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## Step 1: STUDENT INFORMATION

**Name:** Sam the Ram **Birth Date:** 01/01/2008 **College ID #:** 1012345  
**Address:** 555 State Way **City:** Fresno **State:** CA **Zip:** 93299  
**Phone:** 555-555-5555 **Email:** 1012345@my.scccd.edu **HS Grad Year:** 2025  
**High School:** Fresno High **Grade Level when class starts:** 12 Senior **School Year 20** 2024

**This approval form for the following:** **Term:** Fall Tr... **College Campus:** Fresno City Colle...

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

	Course #	Course Title	Units
EX	12345	ENGL-1A	4
1.	12345	In Pe... Math 11	4
2.		Online Psy 2	3

	Course #	Course Title	Units
3.	45678	In Per... Coun 53	3
4.		Online Art 2	3

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

4. When done filling out the fields, scroll to the bottom of the form.
  - a. Upload your attachments
    - i. Transcript – only if you have prerequisites completed on your high school transcript or AP transcript
    - ii. Home School Affidavit – if home schooled
    - iii. Letters of Recommendation – if you know you will need to appeal your qualification to be enrolled
  - b. Click the box that says “click here to sign” and then type your name where it says “print name”. Then, click the blue button that says “click to sign”.

I understand there is an 11-unit limit per semester with the approval from my high school.  
 **Students with Disabilities Accommodations:** I have read the statement regarding accommodations on the reverse side.  
 Please note: The College has the right to restrict enrollment for reasons of health and safety, preparedness of the student, availability, and college board policy. (References- California Education Code: Sections 48800-48802, 76001, 76300)


**Student Signature:** Sam the Ram Sam the Ram (Jul 5, 2024)
**Print Name:** Sam the Ram
 **Date:** Jul 5, ...

FILE: IMG\_3928.jpg 
Click to Attach OPTIONAL: Transcript (only for ...) 

By signing, I agree to this document, the [Consumer Disclosure](#) and to utilize electronic signatures.
Click to Sign 

5. A pop-up will appear prompting you to “assign to next participants”
  - a. Participant 2 will be your high school counselor. Enter their name and email address. Double check that you enter it correctly, because this is where your packet will go for their approval

and signature. If it goes to the wrong email or cannot be delivered, they will not receive it to approve and you will have to start over.

- i. You can click “add message” if you want to include a note to him/her.

- b. Participant 3 is the high school principal/designee. If your high school counselor says it is okay, you can put their email address to get your packet processed quicker. Again, make sure to check for accuracy or the form will not go to the person for their signature.

- i. You can click “add message” if you want to include a note to him/her.

6. Click “Next” to complete.

### Just one more step

We just emailed you a link to make sure it's you. It'll only take a few seconds, and we can't accept your signature on "High School Enrichment Non-CCAP Registration Form" until you've confirmed.

7. Now go to your email inbox to get the link to confirm your email address and signature. Click "confirm my email address" to finish and send it to your counselor. Your packet has now been sent to Participant 2

Please confirm your signature on High School Enrichment Non-CCAP Registration Form

**From:** Adobe Sign <adobesign@adobesign.com>

**Sent:** Wednesday, July 3, 2024 10:50:24 AM

**To:** [REDACTED]

**Subject:** Please confirm your signature on High School Enrichment Non-CCAP Registration Form

External Email



Thank you for signing High School Enrichment Non-CCAP Registration Form. To complete the process, you just need to confirm your email address using the link below. It will only take seconds.

[Confirm my email address](#)

After you confirm your signature and other form participants have fulfilled their roles, all parties will receive a completed copy of High School Enrichment Non-CCAP Registration Form as a PDF.

To ensure that you continue receiving our emails, please add adobesign@adobesign.com to your address book or safe list.

IMPORTANT NOTICE: This e-mail message is intended to be received only by persons entitled to receive the confidential information it may contain. E-mail messages to clients of the College of the Sequoias may contain information that is confidential and legally privileged. Please do not read, copy, forward, or store this message unless you are an intended recipient of it. If you have received this message in error, please forward it to the sender and delete it completely from your computer system.



Sign In



Your e-signing of High School Enrichment Non-CCAP Registration Form has been verified. It has now been emailed to the additional signer(s) for their signature.