



GWC Concurrent Enrollment Online Sign-Up Process

Updated July 2020

Online Sign-Up Process (3 Steps!)



- **Step 1. Online GWC Application**

- **Link:** <https://bit.ly/gwcapply>
- There are 2 parts: Students must create an **Open CCC Account** AND submit the **online GWC application**
- Students who previously applied to GWC and have enrolled in course within the last academic year DO NOT need to reapply while still in high school.

- **Step 2. Choose Your Classes**

- **Link:** <http://www.goldenwestcollege.edu/project/schedule/>
- Some classes have pre-requisites that students have to meet before they can get permission to enroll.
- Concurrent enrollment students are limited to 2 classes (6 units) in the fall/spring and 1 class (3 units) in the summer.

- **Step 3. Online Special Part-Time High School Release Form**

- **Link:** www.goldenwestcollege.edu/dualenrollment/apply
- Students will fill out online form, sign electronically and submit
- Form will be sent to their parent/guardian (if student is under 18) and high school principal to sign
- GWC will process the form once all required approvals have been collected

Online Sign-Up Process (Students)

Link: www.goldenwestcollege.edu/dualenrollment/apply



How to Apply and Register in GWC Courses as a High School Student

High school students wanted to enroll in a Golden West College course must complete the steps outlined below to get permission to enroll. There are guides with screenshots to assist you.

- Step 1. Submit Online Application to Become a GWC Student
- Step 2. Pick Your Class(es)
- Step 3. Complete Your Release Form**
- Step 4. Register for Your Class(es)

Concurrent Enrollment Students

High school students not enrolled at a HBUHSD or GGUSD school, or those interested in taking a regular GWC class for college credit, can request permission to enroll at Golden West College using the **Special Part-Time High School Release Form** below.

Need help? Click on the [Concurrent Enrollment Release Form Guide](#) button below for detailed instructions on completing the online release form.

NOTE: students will need to create a new account with Dynamic Forms the first time they fill out and submit a form online (your GWC username and password will not work). Students will need their own account with their name and email address. After students sign and submit the form, it will be sent to their parent's email address for their parent to sign the form. The student's parent needs to create their own Dynamic Forms account (**the student and parent need to have separate accounts to be able to sign the form electronically**). After the parent signs the form, it will be sent automatically to the student's high school principal to sign. GWC cannot process a form that does not have unique signatures for the student, their parent/legal guardian (if under the age of 18), and their high school principal.

GWC Special Part-Time Release Form
(Concurrent Enrollment Students)

[Need Help? Click Here for a Concurrent Enrollment Release Form Guide](#)

Students will click on the button for the Special Part-Time High School Release Form
(after submitting GWC application)

Online Sign-Up Process (Students)

Answer the checklist questions to make sure you are ready to fill out the release form

GWC Special Part-Time High School Release Form Checklist (Concurrent Enrollment)

Thank you for your interest in taking a course at Golden West College as a high school student. Before getting started please answer the following questions to make sure you're completing the correct form and there are no delays in processing your request to enroll at GWC.

Have you already submitted the application to become a Golden West College Student? *

- Yes
 No

Do you know your GWC ID number? *

Your GWC ID number starts with "C0". You receive it in a Welcome Email from GWC Admissions 1-2 days after you submit the GWC online application.

- Yes
 No

Please indicate whether you want to enroll in a dual enrollment course (only available for HBUHSD and GGUSD students) or a regular GWC course as a high school student. *

Dual enrollment courses are listed here: www.goldenwestcollege.edu/dualenrollment/offerings. Concurrent enrollment students would check the college catalog to find a regular GWC course that's available here: www.goldenwestcollege.edu/project/schedule/

- I want to enroll in one of the specified dual enrollment course (only for HBUHSD and GGUSD students)
 I want to enroll in a regular GWC course listed in the GWC college catalog

Have you ever submitted the online Special Part-Time High School Release Form for Golden West College using Dynamic Forms before? *

- Yes
 No

Great, you are ready to continue on to the Special-Part Time High School Release Form!

You will need to log in to your Dynamic Forms account to begin a new release form. Please note that students should log in to their account to fill out, sign and submit the form.

Your parent/legal guardian (if under the age of 18) will receive an email to sign the form after you have submitted it. Your parent/guardian will need to log on to their own Dynamic Forms account to be able to sign their section.

The student and parent need to have separate accounts to be able to sign the form electronically.

After your parent signs the form, it will be sent automatically to the student's high school principal to sign. GWC cannot process a form that does not have unique signatures for the student, their parent/legal guardian (if under the age of 18), and their high school principal.

If you need assistance completing the online release form, you can access a guide here: [GWC Concurrent Enrollment Release Form Guide](#)

CLICK HERE TO CONTINUE TO THE
GWC CONCURRENT ENROLLMENT RELEASE FORM

Students will click on the green button at the end of the checklist to continue to the Special Part-Time High School Release Form

Online Sign-Up Process (Students)

New users will need to create a Dynamic Forms account the first time they use the tool

(they will just sign in with their username and password if they already created an account)



Log In

Sign in to complete the **GWC Special Part-Time High School Release Form for 9th - 12th Grade Students (UPDATED)** form as requested by Golden West College.

User Name

Password

Create New Account [Forgot User Name?](#) [Forgot Your Password?](#)

Username *

Username restrictions:

- Must be at least 8 characters long
- Must contain at least one letter.

Set Password *

Confirm Password *

Password restrictions:

- Must be at least 8 characters long
- Cannot contain your username.
- Must contain 3 of the 4 types of characters below:
 - upper case letters
 - lower case letters
 - numbers
 - special characters: @ & \$

First Name *


Last Name *

E-mail Address *

Students will need to set up their own account with their own email address! Parents will set up their account when it is their turn to sign the form (the accounts have to be different to sign electronically).

Online Sign-Up Process (Students)

Students will fill out the Special Part-Time High School Release Form online, listing courses they want to take; they will sign it electronically and enter their parent/guardian's contact information (if they are under 18 years old)



Golden West College
Enrollment Center
15744 Goldenwest Street
Huntington Beach, CA 92647-3103
714-892-7711

GWC Office Use Only
CID:
A&R Push: * Yes No

Special Part-Time High School Release Form for 9th - 12th Grade Students

This form is intended for students who have completed the 8th grade and are currently attending high school.

The following 9th - 12th grade student is requesting permission to enroll at Golden West College for "advanced scholastic or vocational coursework" not available at his/her high school (students who have not completed the 8th grade are not eligible to participate in the Special Part-Time Program). Students must complete and submit a signed copy of this form listing each course they wish to take at GWC each semester. Admission and enrollment is contingent upon meeting the requirements of the California Education Code, Section 48800, as determined by the high school and the College.

Part I - Student Information

Student First Name: Student Last Name: Student Phone Number:
Date of Birth: Student Age: Student Email:
GWC ID No. **IMPORTANT:** This is NOT your high school ID number. The GWC ID number begins with **C0**. Students receive it in an email from the GWC Admissions Office 1-2 days after submitting the online application to Golden West College. If you do not have a GWC ID number, please [apply here](#). If you have already applied but cannot find your ID, please send an email to dualenrollment@gwc.cccd.edu for assistance.
Student Home Address:
City: State: Zip:
Student's High School
Current Grade: High School Name:

Part II - Course Selection

Special part-time high school students can take up to 6 units during a regular Fall or Spring semester and up to 3 units during a Summer semester. Special part-time high school students cannot take more than two (2) community college courses per term in the Fall or Spring semester or 1 course in the Summer semester. The student's high school principal (or their assigned designee) must approve the requested courses and certify that the student has demonstrated sufficient preparation for college-level coursework.

NOTE: Approval of requested courses is course specific. Please include alternative courses (if any), in the event that the requested course is full. This form does not guarantee a space in the course(s).

By signing and submitting this form, I agree that I have read, understand and agree to the Dual Enrollment Program Requirements and the Dual Enrollment Consent Form listed on pages 2-3, as well as the GWC Student Code of Conduct. You can review the GWC Student Code of Conduct [HERE](#). Further, by signing this form I authorize Golden West College (GWC) to release my educational records to my high school after each semester that I attend GWC as a high school student.

(click to sign)
Student Signature _____ Date _____

Sign electronically

Please read the [Disclosure / Consent](#) before you sign your form electronically.

Typing your name exactly as it appears below signifies you are completing this form using an electronic signature. By signing electronically, you are certifying that you have read and understand the Disclosure/Consent and agree to electronically sign. You also agree to receive required disclosures or other communications related to this transaction electronically.

To continue with the electronic signature process, please enter your name and click the "Sign Electronically" button to save your information and submit your electronic signature.

Matt

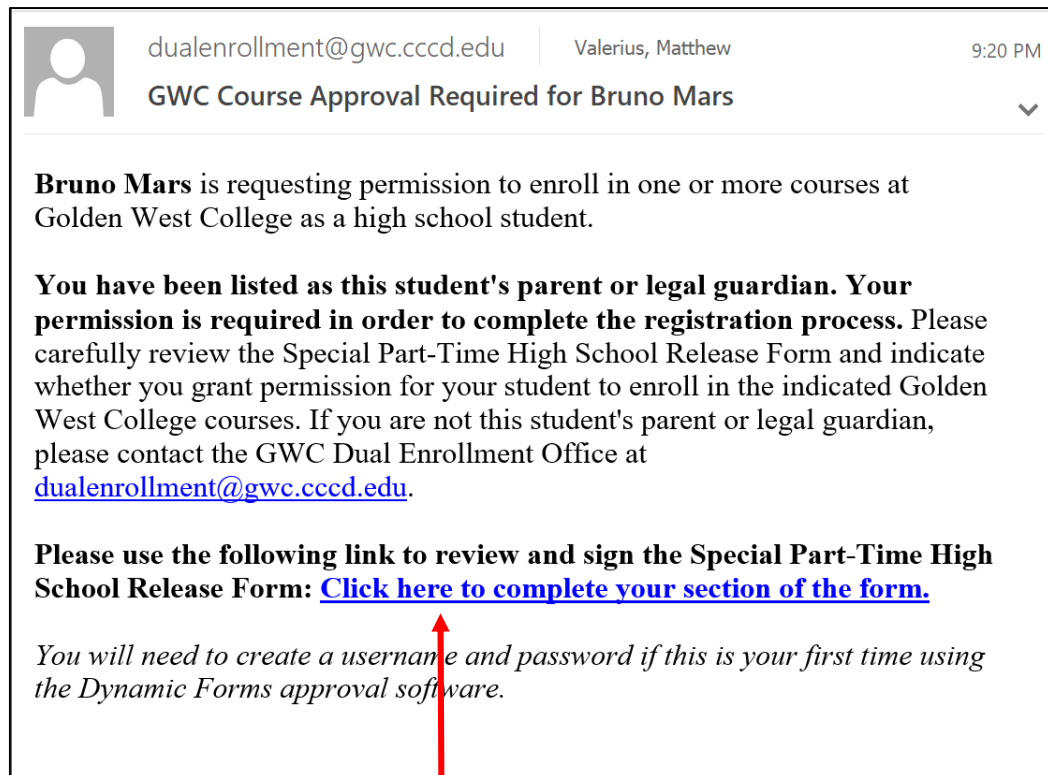
Valerius

If you would like to opt out of electronic signature, please click the "Opt out and print" link below to save your information and print a local copy for your signature.

[Opt out and print](#)

Online Sign-Up Process (Parents)

If students are under the age of 18, the form will be **emailed** to their parent/guardian to review and sign
(the student's parent/guardian will also need to create a Dynamic Forms account if it's their first time using the tool)



dualenrollment@gwc.cccd.edu | Valerius, Matthew 9:20 PM

GWC Course Approval Required for Bruno Mars

Bruno Mars is requesting permission to enroll in one or more courses at Golden West College as a high school student.

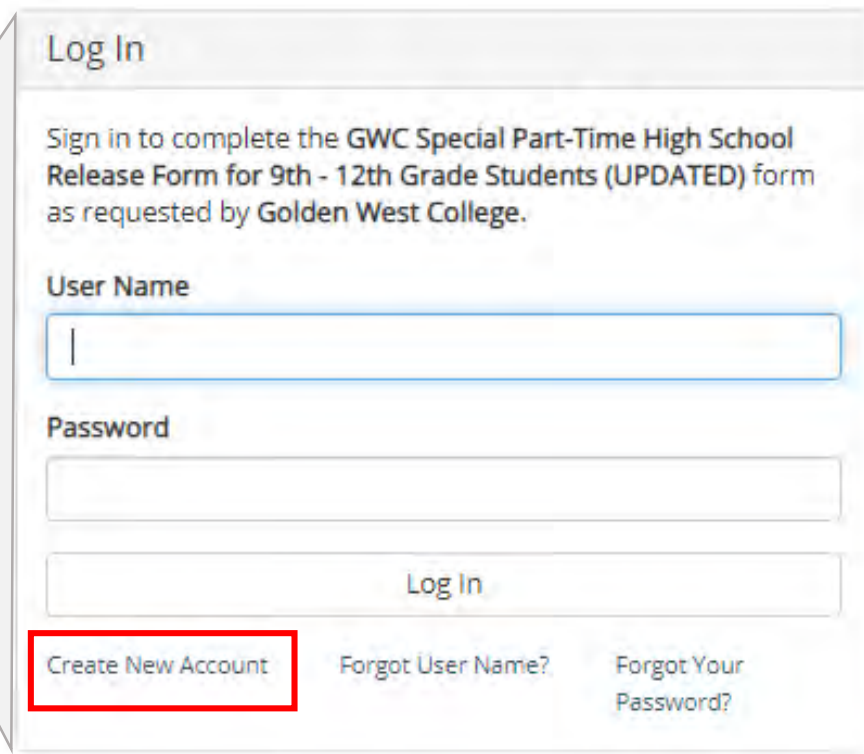
You have been listed as this student's parent or legal guardian. Your permission is required in order to complete the registration process. Please carefully review the Special Part-Time High School Release Form and indicate whether you grant permission for your student to enroll in the indicated Golden West College courses. If you are not this student's parent or legal guardian, please contact the GWC Dual Enrollment Office at dualenrollment@gwc.cccd.edu.

Please use the following link to review and sign the Special Part-Time High School Release Form: [Click here to complete your section of the form.](#)

You will need to create a username and password if this is your first time using the Dynamic Forms approval software.

Parents will click on the link in the email to open the form and sign it.

(Parents will need to create their own Dynamic Forms account if they have not used the online form tool before).



Log In

Sign in to complete the GWC Special Part-Time High School Release Form for 9th - 12th Grade Students (UPDATED) form as requested by Golden West College.

User Name


Password

Log In

Create New Account | [Forgot User Name?](#) | [Forgot Your Password?](#)

Online Sign-Up Process (Parents)

Parents will need to sign the form electronically to give their student permission to enroll in a college class while in high school. After the parent submits the form, it will be sent automatically to the high school principal to review and sign.



Golden West College
Enrollment Center
15744 Goldenwest Street
Huntington Beach, CA 92647-3103
714-892-7711

GWC Office Use Only

CID:

A&R Push: * Yes No

Special Part-Time High School Release Form for 9th - 12th Grade Students

This form is intended for students who have completed the 8th grade and are currently attending high school.

The following 9th - 12th grade student is requesting permission to enroll at Golden West College for "advanced scholastic or vocational coursework" not available at his/her high school (students who have not completed the 8th grade are not eligible to participate in the Special Part-Time Program). Students must complete and submit a signed copy of this form listing each course they wish to take at GWC each semester. Admission and enrollment is contingent upon meeting the requirements of the California Education Code, Section 48800, as determined by the high school and the College.

Part I - Student Information

Student First Name: Student Last Name: Student Phone Number:

Date of Birth: Student Age: Student Email:

GWC ID No. **IMPORTANT:** This is NOT your high school ID number. The GWC ID number begins with C0. Students receive it in an email from the GWC Admissions Office 1-2 days after submitting the online application to Golden West College. If you do not have a GWC ID number, please [apply here](#). If you have already applied but cannot find your ID, please send an email to dualerollment@gwc.cccd.edu for assistance.

Student Home Address:

City: State: Zip:

Student's High School

Current Grade: High School Name:

Part II - Course Selection

Special part-time high school students can take up to 6 units during a regular Fall or Spring semester and up to 3 units during a Summer semester. Special part-time high school students cannot take more than two (2) community college courses per term in the Fall or Spring semester or 1 course in the Summer semester. The student's high school principal (or their assigned designee) must approve the requested courses and certify that the student has demonstrated sufficient preparation for college-level coursework.

NOTE: Approval of requested courses is course specific. Please include alternative courses (if any), in the event that the requested course is full. This form does not guarantee a space in the course(s).

Part III - Parent/Guardian Approval

I am the parent or legal guardian of the above named student. By electronically signing the Special Part-Time High School Release Form, I acknowledge that I have read, understand and agree to the Special Part-Time High School Program Requirements outlined on the next page of this form, and I authorize my child to enroll in the course(s) listed on this form. I acknowledge that my child, as a college student, will be expected to adhere to all college rules of conduct, as well as the expectations and responsibilities detailed on the Program Requirements. You can review the GWC Student Code of Conduct [HERE](#). I understand that in accordance with State and Federal law, I will not have the right to access my child's records without his/her written consent or court order. I understand that Golden West College reserves the right to deny admissions to specific courses.

* (click to sign)

Parent/Legal Guardian Signature _____ Date _____

Sign electronically

Please read the [Disclosure / Consent](#) before you sign your form electronically.

Typing your name exactly as it appears below signifies you are completing this form using an electronic signature. By signing electronically, you are certifying that you have read and understand the Disclosure/Consent and agree to electronically sign. You also agree to receive required disclosures or other communications related to this transaction electronically.

To continue with the electronic signature process, please enter your name and click the "Sign Electronically" button to save your information and submit your electronic signature.

Matt

Valerius

If you would like to opt out of electronic signature, please click the "Opt out and print" link below to save your information and print a local copy for your signature.

[Opt out and print](#)

Online Sign-Up Process (High School Staff)



The form will then be emailed to the high school staff to review and sign

(the high school staff will also need to create a Dynamic Forms account if it's their first time using the tool)

Requested Courses
(Students will only be granted permission to enroll in the courses listed below that have been approved by their high school principal or assigned designee)

Semester: *Summer 2020

Course	Units	Approval of High School Principal (or Assigned Designee)
Course 1: *ART G100 <small>Example: COLL G100</small>	*3 <small>Example: 3</small>	<input type="radio"/> Yes <input type="radio"/> No
Course 2: []	[]	<input type="radio"/> Yes <input type="radio"/> No

1. Click whether you approve for the student to take the requested courses.

(for each course listed – up to 2)

Part IV - Principal's Recommendation & Certification

The above named student meets all the following criteria as defined by Education Code 48800.5 and 76001:

- Demonstrates adequate preparation in the discipline to be studied AND is able to benefit from college instruction.

For Summer Students ONLY:

- This recommendation does not exceed five percent of the students at the same grade level.
- This student has exhausted all opportunities to enroll in an equivalent course, if any, at his or her school of attendance.

By approving the requested courses listed on this form and signing it, I certify that the student listed above has demonstrated sufficient preparation for college-level coursework and I recommend Golden West College allow this student to enroll in the approved courses.

Name of Principal (or Assigned Designee): * []
School Name: * []
School Address: * []
City: * [] State: * [State] Zip: * []

* (click to sign) []

Signature of High School Principal (or Assigned Designee) _____ Date _____

2. Complete principal's recommendation section with:

- Name
- School Name and Address
- Signature

GWC Will Review and Process the Form

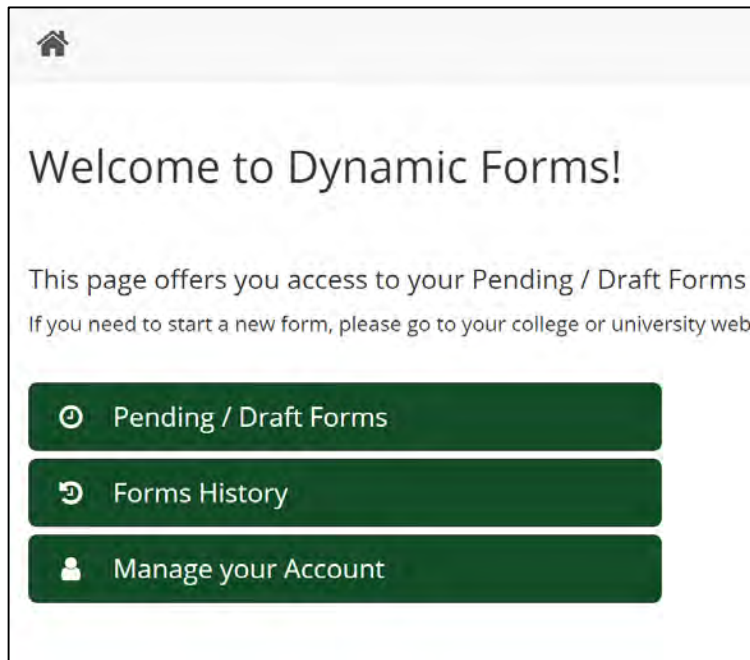
- Once all signatures have been received, the form will be available to GWC staff to review
- In reviewing the forms, GWC staff may need to “Reject” a student’s form and send it back for them to re-submit. Some common reasons a form will be rejected include:
 - The student’s and parent’s signatures are the same (which means the student and parent did not create unique accounts)
 - The student never submitted a GWC application and doesn’t have a GWC ID in the system (so it can’t be processed)
 - The CRN or course name are wrong or don’t match
 - The high school staff did not click Yes/No in the approval box for each course listed
- *If a form is Rejected, it goes back to that person to fix their part and re-submit. [Students and parents should check their email regularly in case a form needs to be fixed and re-submitted.](#)*
- GWC staff will process completed forms and send students an email confirmation that they will be able to enroll in the approved course(s). This may take several business days due to the volume of requests we receive.
- **Students will log on to their MyGWC account to register.** You can find a guide to assist with the registration process on our website at: <http://www.goldenwestcollege.edu/dualenrollment/resources/>



Tracking Students & Reviewing Forms

All users (students, parents, high school staff, GWC staff) can log on to their Dynamic Forms account to view completed or pending forms that have been submitted and download copies of PDFs

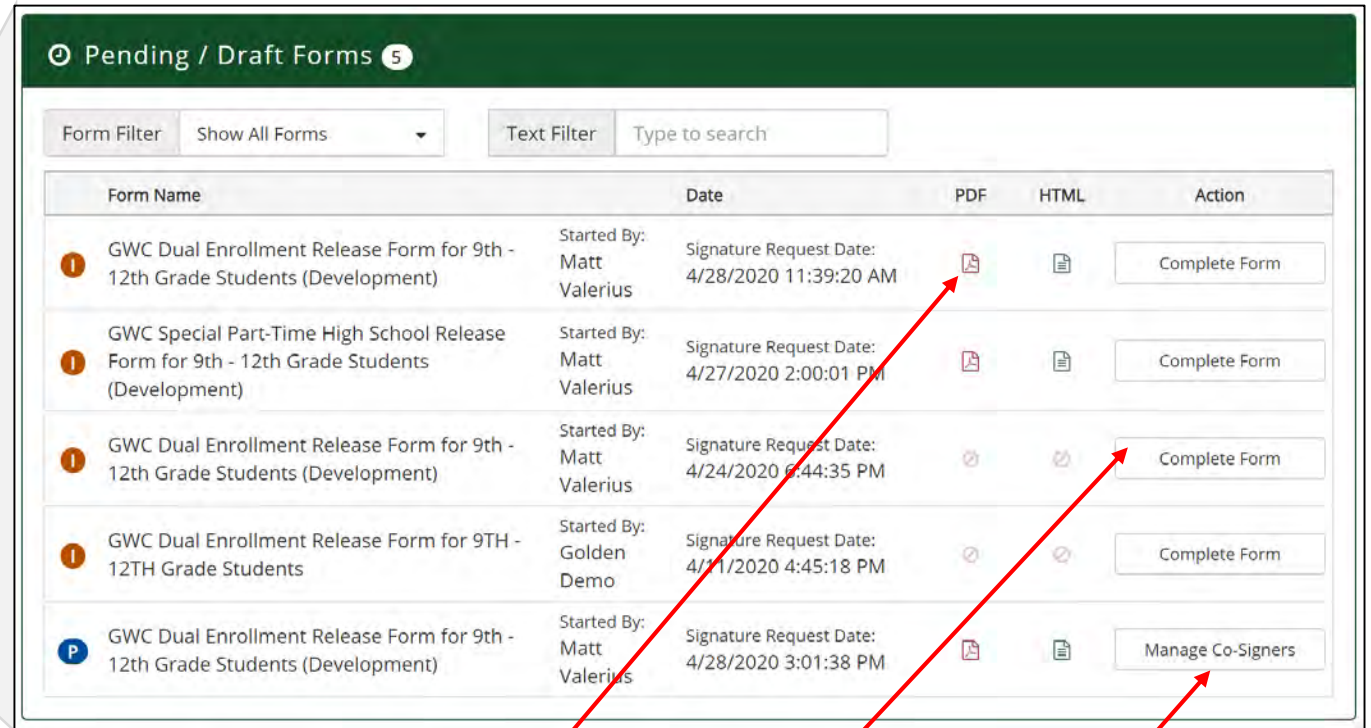
- Link: <https://dynamicforms.ngwebsolutions.com/>



Welcome to Dynamic Forms!

This page offers you access to your Pending / Draft Forms
If you need to start a new form, please go to your college or university web

- ⌚ Pending / Draft Forms
- 🕒 Forms History
- 👤 Manage your Account



Form Name	Date	PDF	HTML	Action
GWC Dual Enrollment Release Form for 9th - 12th Grade Students (Development)	Started By: Matt Valerius Signature Request Date: 4/28/2020 11:39:20 AM			Complete Form
GWC Special Part-Time High School Release Form for 9th - 12th Grade Students (Development)	Started By: Matt Valerius Signature Request Date: 4/27/2020 2:00:01 PM			Complete Form
GWC Dual Enrollment Release Form for 9th - 12th Grade Students (Development)	Started By: Matt Valerius Signature Request Date: 4/24/2020 6:44:35 PM			Complete Form
GWC Dual Enrollment Release Form for 9TH - 12TH Grade Students	Started By: Golden Demo Signature Request Date: 4/11/2020 4:45:18 PM			Complete Form
GWC Dual Enrollment Release Form for 9th - 12th Grade Students (Development)	Started By: Matt Valerius Signature Request Date: 4/28/2020 3:01:38 PM			Manage Co-Signers

Pending / Draft Forms – forms in process that still need to be signed

Forms History – forms that have been completed by you and forwarded on to GWC

- View/download PDFs
- Complete forms that are in process
- View forms waiting on parent signatures and send reminder emails



Thank you!

Please contact us if you have any further questions

GWC Dual Enrollment Office

Email: dualenrollment@gwc.cccd.edu

Phone: (714) 892-7711