



GWC Dual Enrollment Online Sign-Up Process

Updated July 2020

Online Sign-Up Process (2 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. Online Dual Enrollment 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)

Dual Enrollment Students

Only high school students in the Huntington Beach Union High School District (HBUHSD) or the Garden Grove Unified School District (GGUSD) can take Dual Enrollment classes for high school and college credit.

Dual Enrollment students will click on the button below to submit the **Dual Enrollment Release Form**.

Need help? Click on the **Dual 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 Dual Enrollment Release Form
(HBUHSD & GGUSD Students Only)

Need Help? Click Here for a Dual Enrollment Release Form Guide

Students will click on the button for the Dual Enrollment 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 Dual Enrollment Release Form Checklist

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

Are you enrolled at a school in the Huntington Beach or Garden Grove school districts? *

- Yes
 No

Are you wanting to enroll in a GWC course that has been approved by your high school to give you dual high school and college credit? *

Only certain approved courses count for dual credit. Please check our dual enrollment course offerings page: www.goldenwestcollege.edu/dualenrollment/offerings

- Yes
 No

Have you ever submitted the online Dual Enrollment Release Form for Golden West College using Dynamic Forms before? *

- Yes
 No

Great, you are ready to continue on to the Dual Enrollment 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 your 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 Dual Enrollment Release Form Guide](#)

CLICK HERE TO CONTINUE TO THE
GWC DUAL ENROLLMENT RELEASE FORM

Students will click on the green button at the end of the checklist to continue to the Dual Enrollment 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 Dual Enrollment Release Form for 9th - 12th Grade Students** form as requested by **Golden West College**.

User Name

Password

Log In

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 Dual Enrollment 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 Needed: Yes No

Dual Enrollment Release Form for 9th - 12th Grade Students

The following student is requesting permission to enroll at Golden West College for "advanced scholastic or vocational coursework" not available at his/her high school. 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 the college. If you have not already done so, please complete the GWC application [HERE](#). You can submit this form while you are waiting on your GWC ID Number, but GWC staff will not be able to process it unless you've submitted an application to the college.

Student Home Address:

City: State: Zip:

Student's High School

Please select the student's grade level and the high school the student will be attending when the requested GWC course will begin. Please note that only students enrolled in HBUHSD and GGUSD high schools may submit this form. If your high school is not listed below, you will need to use the Special Part-Time High School Release Form to request permission to enroll in a course at Golden West College. That form can be found [HERE](#).

Current Grade: Student's High School ID No. High School District:

High School Name:

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

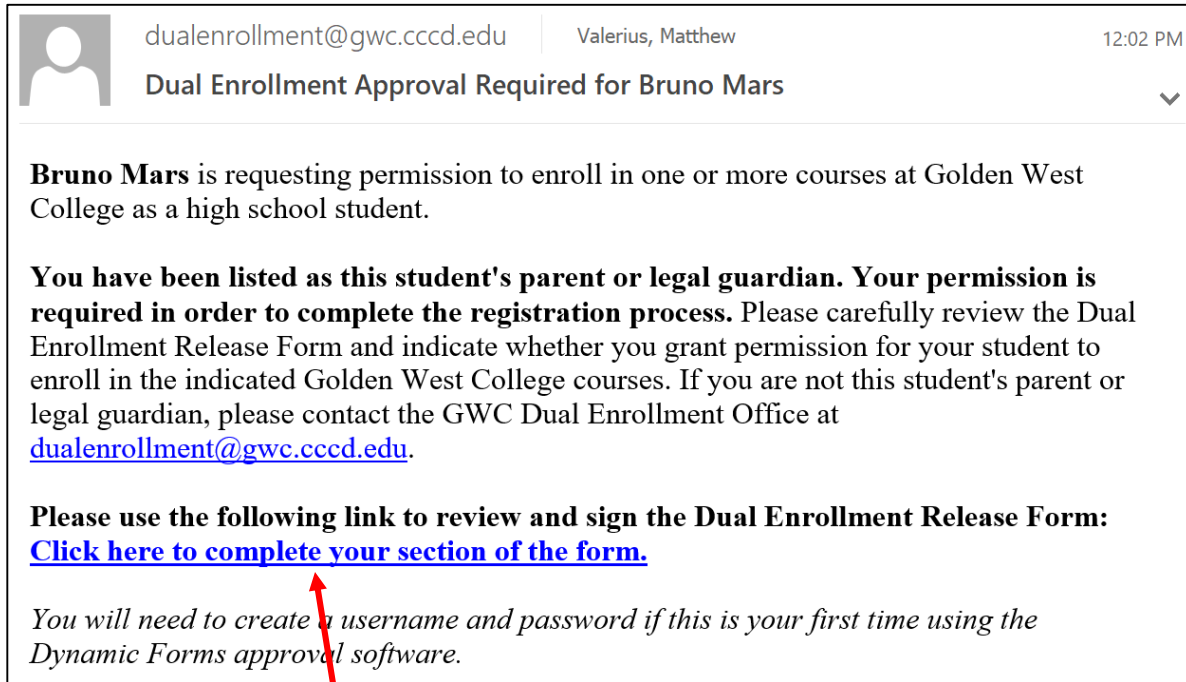
Valerius

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)




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).

The screenshot shows a 'Log In' page for the 'GWC Dual Enrollment Release Form for 9th - 12th Grade Students'. It includes a 'User Name' field, a 'Password' field, and a 'Log In' button. A red box highlights the 'Create New Account' link at the bottom left. Other links include 'Forgot User Name?' and '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](tel:714-892-7711)

GWC Office Use Only

CID:

A&R Push Needed: Yes No

Dual Enrollment Release Form for 9th - 12th Grade Students

The following student is requesting permission to enroll at Golden West College for "advanced scholastic or vocational coursework" not available at his/her high school. 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 **CO**. 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 have not already done so, please complete the GWC application [HERE](#). If you have already applied but cannot find your ID, please send an email to dualenrollment@gwc.cccd.edu for assistance. You can submit this form while you are waiting on your GWC ID Number, but GWC staff will not be able to process it unless you've submitted an application to the college.

Student Home Address:

City: State: Zip:

Student's High School

Please select the student's grade level and the high school the student will be attending when the requested GWC course will begin. Please note that only students enrolled in HBUHSD and GGUSD high schools may submit this form. If your high school is not listed below, you will need to use the Special Part-Time High School Release Form to request permission to enroll in a course at Golden West College. That form can be found [HERE](#).

Current Grade: Student's High School ID No. High School District:

High School Name:

Part III - Parent/Guardian Approval

I am the parent or legal guardian of the above named student. By electronically signing the Dual Enrollment Release Form, I acknowledge 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](#). 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 Dual Enrollment Program Requirements. 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.

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)



Part II - Course Selection

Dual Enrollment Students can take up to 15 units during a regular Fall or Spring semester and up to 6 units during a Summer semester in courses covered by a CCAP partnership agreement between the Coast Community College District (CCCD) and a public high school district in the CCCD service area. Dual Enrollment Students cannot take more than four (4) community college courses per term in the Fall or Spring semester or 2 courses 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. A separate approval request has been sent to the student's high school principal. The student will receive an email confirmation once their principal (or their assigned designee) has reviewed this request and approved or declined it.

(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	Course Example: COLL G100	Course Referene Number (CRN) Example: 52876	Units Example: 3	Approval of High School Principal (or Assigned Designee)
Summer 2020	COLL G100	98765	3	<input checked="" type="radio"/> Yes <input type="radio"/> No
				<input type="radio"/> Yes <input type="radio"/> No
				<input type="radio"/> Yes <input type="radio"/> No
				<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 4)

Part IV - Pricipal'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 doe snot 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 District:

School Name:

(click to sign)

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

Save Progress Reject Next

2. Complete principal's recommendation section with:

- Name
- School
- Signature

Online Sign-Up Process (GWC Staff)

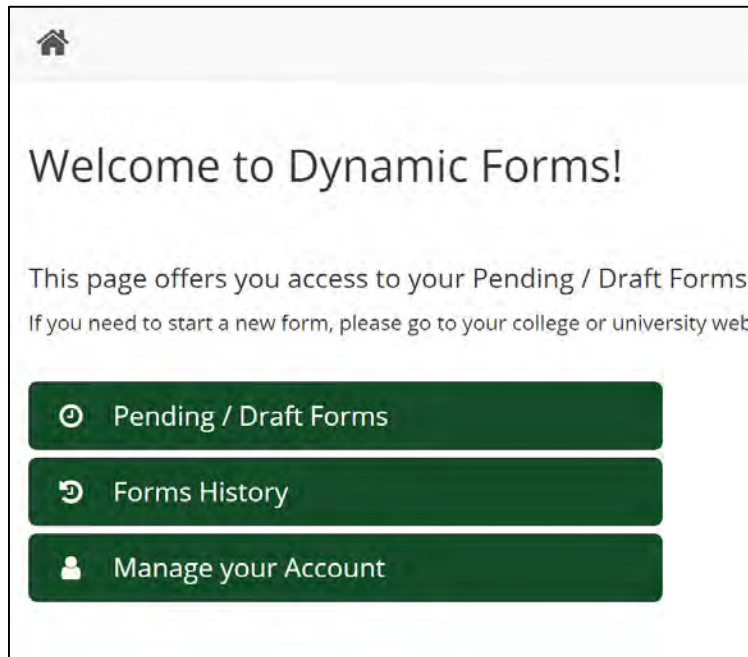
- Once all signatures have been received, the form will be available to GWC staff to review
- In reviewing the forms, GWC staff may need to “Reject” a student’s form and send it back for them to re-submit. Some common reasons a form will be rejected include:
 - The student’s and parent’s signatures are 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 automatically enroll the students in requested and approved courses.
- **GWC will send an email confirmation to students once they have been formally enrolled in the approved classes – please note this may take several days due to the high volume of submissions. We appreciate your patience.**



Tracking Students Through Process

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/>



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