

DUAL ENROLLMENT CHECKLIST



- 1. Apply for Admission: Students can start by visiting www.gocolumbia.edu. Click the gold box in the upper left-hand corner that says **Apply Now**. Students who have been previously dual-enrolled should choose “sign-in” and new students should choose “create an account.” (Be sure to create a CCCApply account **and** complete the Columbia College application.) After submitting the application students should receive a welcome email with their student ID within 1-2 business days.

- 2. Email Set-Up: After you receive your welcome letter, activate your Columbia student email account to receive important information and updates.
W#: _____
Email/Username: _____ Password: _____

- 3. Complete a Dual Enrollment form and turn it in. **This form is due once per year.** Contact info:
ccdualenrollment@yosemite.edu
Cyndi Olsen, Program Specialist
Dual Enrollment Center 209– 588– 2176

- 4. Advisement: Counselors are available to help you select classes for your first semester, make decisions about a certificate or major, and stay on track in reaching your educational goals -- check in for advising at least once a semester to review certificate, degree, or transfer preparation requirements. Call (209) 588-5109 to make an appointment.

- 5. Placement into Math/English - Columbia College places all incoming students into college-level math and English. Please carefully review math, English, and support course options as they relate to your educational goal. If you have Advanced Placement scores from high school or have already completed college-level math or English coursework, please meet with a counselor to determine the best placement for you. Call (209) 588-5109 to schedule.

- 6. **Disabled Student Programs and Services (DSPS) Dually enrolled high school students with disabilities should contact their high school principal or special education/504 coordinator before completing the [DSPS Application](#). Upon receiving the application, our office will coordinate with the high school staff in providing accommodations on behalf of the student. The DSPS office will set up an In-take appointment with the student, the parent/guardian, and a high school staff member to review accommodations for the student’s college classes. DSPS Services: 209.588.5130**

Dual Enrollment can provide 1:1 assistance! Call (209) 588-2176