



DUAL ENROLLMENT

Modesto Junior College and the Modesto City School District work together to allow students 13 and older a chance to earn college units with tuition free. Students can take up to 11 units a semester (Spring, Summer, Fall.) There are a few other fees that students will be responsible for which are listed on the 1st page of the Special Part-Time petition. **It is recommended that students take no more than 3-6 units per semester as to not interfere with their high school work. If a student registers for over 11 units, full tuition will be charged.** (Books and materials for classes are the student's responsibility if an instructor chooses to use them.)

Dual enrollment classes are regular MJC classes that can possibly transfer to both a California State University (CSU) or University of California (UC). These are classes that are set aside for high school students after school hours. The classes can be held online, remote (zoom), or in-person. The MJC dual enrollment course list will show the location of each class. **It is important to know that MJC dual enrollment classes do not take the place of any high school requirements, the classes are strictly for college credits only.**

The first thing a student would need to do is to create an Open CCC account and fill out an online application for appropriate term (ex. Spring 2022). Once the confirmation email from MJC with a W# (new MJC student ID #) is received, the next step is to fill out the Special Part-Time Petition. A student cannot register for any classes until all of these steps are complete.

STEP 1: Create an Open CCC account

Open CCC stands for, California Community College. This account would work for all community colleges in California if a student were to relocate.

Open CCC account:

<https://www.opencccapply.net/gateway/apply?cccMisCode=592>

If the student has a social security number, it will be **required** to create an Open CCC account. Please have the social security number ready to begin Step 1. If a student does not have a social security number there is a different verification process, contact me for more information about these steps.

If an Open CCC account has already been created, then the student can skip to filling out an online MJC application for the term chosen once signed in. Students will receive their W# and MJC email address once their online application is complete and it has been processed. This email is received sometimes the same day, or it can take up to 24 hours, depending on when it was submitted. The W# and MJC email will go to the email address that has been listed in the Open CCC account and online application. Once the W# and MJC email address has been received the student may begin Step 2. It's important to

know that once an MJC email address has been established, all communication will go to that email and not the email that the account was created with.

STEP 2: Complete the Special Part-time Petition

Special Part-time Petition

https://app.informedk12.com/link_campaigns/2021-22-mjc-petition-for-dual-enrollment-electronic-form-f25b8455-f7ad-40fe-aa0e-81dea8b118fb?token=LQtsHYUfmDhziGAgHRPo2Umh

This petition gives permission to high school students to take MJC classes. This form needs to be completed and signed by both student and parent. On this petition the student will put the classes that they want to take along with their section numbers. This information will be on the MJC dual enrollment course schedule. Once complete, the petition will be forwarded to the student's counselor and vice principal for approval. A new petition will need to be filled out once a year. Each semester, students who want to take classes will need to fill out a new course access form. Once the petition is complete and approved, it will be sent to MJC for processing. This may take a 2-3 days to process. The student should daily check their new MJC email for important messages about their registration dates. All communication from MJC will go to the MJC email address once an email has been given to the student.

STEP 3: Activate your MJC student email and log into Pirates Net

In one of the earlier emails that MJC sends out, along with the W# and MJC email address, there will be a link to activate the students MJC email address. It's important to read all emails carefully that MJC sends out and click that link. This is required to begin accessing the new MJC email address.

STEP 4: Register for classes

Once all steps have been completed above the student will receive an email to the MJC email address with the date and time that that the student can register for classes. This is where the student will log into Pirates Net and input the information they put on their petition. The student will add the section numbers of the classes they put on their petition and create a plan for registration. Then at the date and time they have been granted, they will click on register. This will officially enroll them into the class. If everything was done correctly, the student can log out and log back into Pirates Net and look under class schedule. This should then show the class that they registered for in their class schedule for the term they selected. Click the link below for a step by step guide on how to register.

<https://www.mjc.edu/student-services/equity/documents/registrationguide9302020.pdf>

Once the student has confirmed registration they would just wait for the start date of the class. It's important to regularly check the MJC email for messages from the instructors about books, materials or upcoming assignments.

STEP 5: Canvas

<https://www.mjc.edu/student-services/equity/documents/student-guide-canvas.pdf>

Canvas is where all the student's classes will be listed, and assignments will be posted. Don't worry if the classes aren't listed right away. The instructor may not put them on Canvas until the week classes begin. The icon to log into Canvas is in the upper right-hand corner at <https://mjc.edu/>. This is where the MJC email and Pirates Net icons will also be located.

Please feel free to email me any time with questions or concerns. If this is your first-time taking classes, it's a lot. Don't worry, I'm happy to assist and guide our students through the entire process.

Ms. Dana Keller – Career Navigator, Modesto City School District

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