

# Instructions for enrolling in a Pierce College Class held at GHCHS

Fall 2017

## !!! Please Read Thoroughly !!!

**New Students and Returning Students:** (*Returning students* are students who have previously registered with Pierce, but have not taken a class since the Spring Semester of 2016)

1. Obtain a High School Concurrent Enrollment Form from the Counseling Office (attached).
2. **READ AND FOLLOW THESE INSTRUCTIONS.** Fill out the form completely, including the supplemental fee waiver application, if applicable. **Enter a first choice, second choice and third choice of classes.** Make sure you *and* your parent sign the form.
3. Go to the Pierce College website at [www.piercecollege.edu](http://www.piercecollege.edu). Select the "Apply Online" button in the upper right hand corner of the Pierce College website Home page and submit an electronic application. **Print and save a copy of the application confirmation when prompted at the end of the application or after you have submitted the application.** Your LACCD/Pierce College student ID number will be e-mailed to you within 10 working days of submission of your application. If you do not receive your e-mail within the 10 day period, check your spam and junk mail folders as some e-mail programs will filter out the e-mail from LACCD/Pierce College. **Print out the confirmation e-mail showing your LACCD/Pierce College student ID number and attach to your completed High School Concurrent Enrollment Form.**
4. Bring the **completed and signed** packet to **your counselor** for approval and signature. Then, **personally deliver your completed forms to Mr. Klossner in the Counseling Office who will help you finalize your enrollment process.** Students who do not *personally see* Mr. Klossner prior to the deadline for submission will risk losing their spot in the class. Deadlines vary from semester to semester. Please see your counselor for more information.

**Continuing Students from Fall 2016 or Spring 2017:** (*Continuing students* are students who registered and enrolled in a class during the Fall semester of 2016 or Spring semester of 2017)

1. Add your Pierce student ID number to the margin of the High School Concurrent Enrollment Form and complete steps 1, 2, and 4 above. **Be sure to enter a first choice, second choice and third choice of classes on your Concurrent Enrollment Form.**

Please note all classes are filled on a first come first served basis. Students who fail to attend the first day of class risk losing their spot in the class.

*These instructions pertain **only** to those classes being held on the campus of Granada Hills Charter High School during the Fall semester 2017. If you are interested in taking a Pierce College class at another location, please see your counselor.*

***This process can take up to three weeks to complete! The deadline for submission of properly completed enrollment forms is August 18, 2016. Please submit forms early as classes fill up quickly.***