

Instructions for enrolling in a Pierce College Class held at GHCHS

Spring 2018

PLEASE READ AND FOLLOW THESE INSTRUCTIONS

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

1. Obtain a High School Concurrent Enrollment Form with instructions from the Counseling Office or online at ghchs.com. (a Concurrent Enrollment Form is attached to these instructions)
2. Fill out the form completely, including the supplemental fee waiver application, if applicable. Make sure you *and* your parent sign the form.
3. Go to the Pierce College website at 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.** Your ***Pierce College student ID number*** will be e-mailed to you within 10 working days of submission of your application. Check your spam and junk mail folders regularly as some e-mail programs will filter out the e-mail from Pierce College. ***Print out the confirmation e-mail showing your 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. ***If you have questions, please contact your Counselor or Mr. Klossner before contacting Pierce College!***

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

1. Add your Pierce College student ID number to the margin of the High School Concurrent Enrollment Form and complete steps 1, 2, and 4 above.

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 Spring semester 2018. If you are interested in taking a Pierce College class at another location, please see your counselor.*

This process can take up to two weeks to complete! The deadline for submission of properly completed enrollment forms is **January 24, 2018** Please submit forms early as classes fill up quickly.