**Steps to enroll in a SRJC Class:**

1. Apply to open CCC AND SRJC and get Student ID# (9 digits) - you must reapply EVERY term: <https://admissions.santarosa.edu/high-school-dual-enrollment-students>
2. Look at online schedule: <https://classes.santarosa.edu/>
3. Check for any prerequisites/assessments: <https://assessment.santarosa.edu/>
4. If you are trying to challenge a class that has a prerequisite, you need to complete this form: <https://admissions.santarosa.edu/prerequisite-equivalency-form>
5. Complete dual enrollment form
   1. [High School Dual Enrollment Online Request Form](https://linkprotect.cudasvc.com/url?a=https%3a%2f%2fadmissions.santarosa.edu%2fhigh-school-dual-enrollment-request-form&c=E,1,W60IAZlW2jtbxOv8I094OOe6DoTtUatcKOPwaoVQMisWHrkH-w0s4AxwcReBdq9Uqrj7IJVcuAa8uzETRNO1qbtj6kPx1MImIPsK8VYt0ShaBkNHOso,&typo=1)
   2. Must be submitted BEFORE you can register
6. Register online during priority registration
7. Email counselor proof of registration so we can adjust your schedule here if needed

**SRJC Application Workshops & Dual Enrollment Help**

**Thursday, November 16th in room F3 (PHS) from 8:30am-4pm**

[Sign up for a session here!](https://forms.gle/MXFMMjZhgYFe9RrCA) (petk12 email addresses only)

8:30am-10:30am and 10:40am-12:25pm sessions are for seniors only that need help with their COUN 270 dual enrollment forms

12:25pm-12:55pm (lunch), 1:05pm-2:50pm and 3pm-4pm (after school) sessions are for any PHS student that needs SRJC application help.

**Priority 6 Registration Support on Zoom**

**Thursday, December 8, 2022 - 7:00 AM-8:30 AM**

Get help with registering for your spring 2023 SRJC classes! Join the Student Outreach team at our zoom workshop:

Zoom: <https://santarosa-edu.zoom.us/j/83265684521>

**Spring 2023 Dates:**

* **Thursday, December 1st**: High School Dual Enrollment forms due
* **Thursday, December 8th at 7am**: High School Students Enrollment starts
* **Wednesday, January 18th**: Spring 2023 classes begin

**What If There’s a Problem with a Submitted Form?**

For troubleshooting issues related to submitting the online High School Dual Enrollment Request Form, email: admissions@santarosa.edu. Phone Hotline for Enrollment Help – **707-521-7844**

**FOR JUNIORS TAKING AP ENGLISH 11 EXAM AND WANTING ENGLISH 1B OR 5 FOR SENIOR YEAR:**

1. Complete an [application](https://admissions.santarosa.edu/high-school-dual-enrollment-students) now for fall (so you get on the SRJC email list)
2. When you hear the fall schedule is out, look for Eng 5 and Eng1b
3. Fill out a [dual enrollment](https://admissions.santarosa.edu/high-school-dual-enrollment-request-form) for Eng 1a, Eng 5 and 1b (just to cover all bases. However, you want English 5 or 1b if you pass your AP Exam. English 1a would be only if you don’t pass your AP exam)
4. In your College Board account, request transcript for your AP score to be sent to SRJC
5. Fill out a [Prerequisite Equivalency Form](https://admissions.santarosa.edu/prerequisite-equivalency-form). SRJC will not process the form without the official transcript from the College Board.
6. When scores are released and SRJC has them, you should get an email from SRJC saying you’re cleared to register. For Questions/Problems, call Admissions & Records Office (707) 527-4799.

**Students wanting Level 2 or above Language:**

If the class that students are enrolled in at PHS is the prerequisite for the class that they want to take at SRJC this summer, they will not be able to enroll until they finish the class and submit their official high school transcript with their final grade on it. At that point, they will also need to submit a Prerequisite Equivalency Form. I would encourage the students to reach out to the SRJC instructor and explain their situation. Maybe the instructor will give them and add code and basically “save” them a seat in the class, but there are no guarantees.

