



CHS Concurrent Enrollment Process

<https://tinyurl.com/CHS-Concurrent>



Great job for taking advantage of this great opportunity to earn college credit while in high school! While it is a great opportunity, it comes with some difficulties that we like to be fully transparent with. Please see the notes below.

- The concurrent enrollment process is tedious and time sensitive. It is essential that students stay on top of the steps and reach out if they need any help. The CHS Counselors are here to help you with this process, however this is a student driven process since it is outside of our campus.
- It is important that the student stays on top of the assignments and responsibilities for the course in order to be successful (Nobody will be checking in with you for the course or sending assignment reminders).
- This course is a part of your permanent college record and you will need to report this course to the college you are transferring to, therefore your grade is important!
- Textbooks or required supplies are the responsibility of the student/family. (I recommend going to class the first day and reviewing the syllabus to see if the book is required)
- **All course information is on the college website in your student portal and Canvas** (not your CHS Canvas account).
- **Once you are done with the course, please submit an official transcript to your counselor to be put on your CHS transcript** (up to 6 college courses, including dual enrollment on the CHS campus).
- It is your responsibility to ensure all courses are transferable to UC and Cal State schools. Please do your own transferable research at www.assist.org to ensure transferability for the college you are hoping to go to. Some out-of-state or private colleges may not accept the credit. Please check with your counselor if you have any questions after you do the research.
- If the course has prerequisites, you need to complete the process for the college to clear your prerequisite i.e. Submit your AP score or transcript for whatever they are asking for

Resources and steps for some local San Diego Community Colleges:

Step-by-Step Community College Application Steps - Example is for SWC, but the actual application detailed portion is very similar for all colleges

**** The first step for any college course is to find the course and section you want to enroll in!**

[Southwestern College Process](#)

[City/Mesa/Miramar College Process](#)

[Cuyamaca/Grossmont College Process](#)

[Southwestern College](#)

Spring 2026 Timeline:

- Catalog opens - October 5th
- High school students get manually registered - week of November 12th
- Term Begins - February 2, 2026

[Southwestern Course Catalog](#) - You can either put a keyword in the search bar or search by Programs A-Z on the left hand side

[Southwestern Class Search](#) - Search in the search box in the right corner or Select term, subject, type, etc.

Southwestern College Transcript Request Link: <https://www.credentials-inc.com/tplus/?ALUMTRO001294>

For additional information on transcripts, you can visit

<https://www.swccd.edu/degrees-and-certificates/graduation-support/transcripts/>

Concurrent Enrollment Steps:

STEP 1: Complete CCC Apply Application and SWC Application (If you have previously taken a SWC course, you will still need to follow these steps to renew your application but you will not need to create a new account, just sign-in)

1. Complete CCC Apply Application - [HERE](#) (Select the red Credit Courses box and the New & Returning Students gold section)
 - a. Then select number 1 - Open the CCCApply website and select Create and Account (Do not do an ID.me account)
2. After you complete the CCC Apply application, it will bring you to the Southwestern College page and on the pin board on one of the steps, there will be a link that says Start New Application or Apply to Southwestern College. Click on that to complete your SWC application. It is a little tedious and confusing, so please let us know if you have any questions.
 - Term: Spring/Summer/Fall, Year: 2026
 - Grade level that you will be in when you take the course
 - **Under Education, for enrollment status** – please select Enrolling in high school and college at the same time.

STEP 2. Submit a High School Special Form (In order to do this, you will need your SWC ID, which you will receive by email about 24-48 hours after you complete your application)

Go to [High School Special Programs](#) – Select **Step 3: Submit a Dual Enrollment/High School Special Form**, click on the gold High School Special Form Online then login (MySWC Login and Account Creation Required).

Watch the [High School Special form video](#) for assistance on completing the form.

- Complete all of your personal information, your parent's information and then enter the course information.
- Example Course Information: BUS 121-501, 3 units
- Example Alternate Course Information: BUS 121-502, 3 units (Put another section of the same course, just in case your initial selection is full)

For Principal information, put your counselor information:

Ms. Goldman - lindsay.goldman@coronadousd.net (last names A-Fe)

Ms. Johnston - kristine.johnston@coronadousd.net (last names Fi-O)

Mr. Cummins - morgan.cummins@coronadousd.net (last names P-Z)

Ms. Ereno - Kristen.ereno@coronadousd.net

Please note: **Once you submit this form it will be sent to the parent/guardian you indicated on the form requesting their signature. Once the parent/guardian signs and submits the form it will then go to the counselor indicated on the form to sign.**

Parent/Guardian: Your parent/guardian will be receiving a link to their email. If you do not see an email, please check your junk/spam folder. Once you click on the link, you will have to create an account with Dynamic forms and verify your account. After verifying your account, log in to Dynamic forms from your original email and sign your portion of the form. Once all signatures are complete it will automatically be sent to Admission and Records for processing. We will start registering students on the first day of open registration.

STEP 3. Check your enrollment status - After November 12th

Check your enrollment status to see if you were registered in the course you requested.

Log in to your **MySWC account** > Go to Self-Service > Go to Plan & Schedule > Go to Current Term (Summer or fall) > Ensure you are enrolled in the class (It will say Registered)

Need Help?: For questions about your registration please visit SWC **Admissions and Records page** and chat with a representative in the Cranium Cafe Admissions Lobby.

City/Mesa/Miramar College

Spring 2026 Timeline:

- Catalog opens - October 20th
- High school students get manually registered - week of December 1st
- Term Begins - February 2, 2026

City/Mesa/Miramar Course Search - Search in the search box in the right corner or Select term, subject, type, etc.

Transcript Request Link: <https://www.parchment.com/u/registration/33878712/institution>

For additional information on transcripts, you can visit:

<https://www.sdmesa.edu/student-services/evaluations/transcripts.shtml>

Concurrent Enrollment Steps:

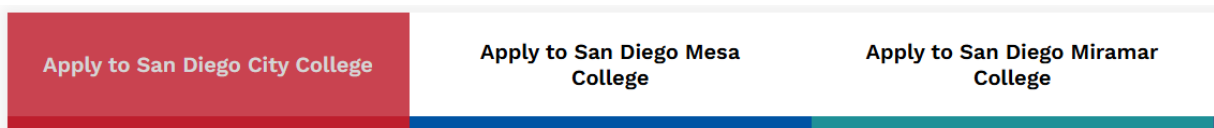
- [City College](#)
- [Mesa College](#)
- [Miramar College](#)

Step 1: Apply to City/Mesa/Miramar College

(<https://www.opencccapply.net/gateway/apply?cccMisCode=071>)

Go to <https://www.sdccd.edu/students/new-students/high-school-students.aspx>

1. Scroll to bottom to select City/Mesa/Miramar College from following toolbar:



2. Select Create an Account on the next page (if you do not have a CCC Apply account, or sign in if you have created an account previously for any community college, including SWC).
3. Complete the two-part process, completing a CCC apply application and a City/Mesa/Miramar College application. Click [HERE](#) for step-by-step instructions. The application is set-up for students who are attending college as a freshman so most of the answers are not important as far as your major and plan.
 1. Term: Spring/Summer/Fall, Year: 2026
 2. Grade level that you will be in when you take the course
 3. **Under Education, for enrollment status** – please select Enrolling in high school and college at the same time.

Step 2: Find the course and section you would like to enroll in

1. Research courses using the [Course Search](#) - you can search by term and subject area, course, class type, etc.

2. Clear your prerequisites, if needed:

- a. [City College](#) - complete the linked form. You can also submit your High School Supplemental Application (step 3 below) and respond to their email asking for proof that you have cleared the prerequisite (Upload transcript or AP scores)
- b. [Mesa College](#)
- c. [Miramar College](#)

Step 3: Complete the High School Supplemental Application

Once you receive your 9 digit SDCCD ID (takes 1-2 business days from when you submit your initial application)

1. Register for one of the specific classes below using the high school supplemental application found [HERE](#) then you scroll down and click on Supplemental Application and Certification of Special Part-Time High School Diploma Student.

1. You will need to enter in the specific course information
2. Please make sure you put the counselor name and email address in the principal or school contact portion of the form:

Ms. Goldman - lindsay.goldman@coronadousd.net (last names A-Fe)

Ms. Johnston - kristine.johnston@coronadousd.net (last names Fi-O)

Mr. Cummins - morgan.cummins@coronadousd.net (last names P-Z)

Ms. Ereno - Kristen.ereno@coronadousd.net

STEP 4. Check your enrollment status

Check your enrollment status to see if you were registered in the course you requested.

Log in to your [MySDCCD portal](#) (instructions in your personal email) > Go to Plan & Schedule > Go to Current Term > Ensure you are enrolled in the class (It will say Registered or enrolled)

Need Help?

- Best way to contact is to respond to the SRV form email that you receive
- City College: cityadmissions@sdccd.edu 619-388-3475
- Mesa College: Mesa High School Special Part-time Admissions - futureolympian@sdccd.edu
 - General Admissions: SdMesaAdmissions@sdccd.edu 619-388-2682
- Miramar College: miraadm@sdccd.edu 619-388-7844

Cuyamaca/Grossmont College

Spring 2026 Timeline:

- Catalog opens - Approximately November 1st
- High school students SELF-REGISTER the week of December 1st
- Term Begins - February 2, 2026

[Cuyamaca/Grossmont Course Search](#) - Search in the search box in the right corner or Select term, subject, type, etc.

Transcript Request Link: <https://www.parchment.com/u/registration/34303/institution>

For additional information on transcripts, you can visit:

<https://www.grossmont.edu/admissions/transcripts/outgoing-transcripts.php>

Concurrent Enrollment Steps:

Step 1: Apply to Cuyamaca/Grossmont College

1. Complete an [Application for Admission](#)
2. After you complete the CCC Apply application, it will bring you to the Grossmont/Cuyamaca College page and on the pin board on one of the steps, there will be a link that says Start New Application or Apply to Grossmont/Cuyamaca College. Click on that to complete your application. It is a little tedious and confusing, so please let me know if you have any questions.
 - Term: Spring/Summer/Fall, Year: 2026
 - Grade level that you will be in when you take the course
 - **Under Education, for enrollment status** – please select Enrolling in high school and college at the same time.

Step 2: Find the course and section you would like to enroll in

1. Research courses using the [Course Search](#) - you can search by term and subject area, course, class type, etc.

Step 3: Complete the High School/College Credit Concurrent Enrollment Form

1. If this is your first time enrolling concurrently, **you will need to create an account with Dynamic Forms**, please see student guide: [How to set up New Concurrent Enrolled Students for Dynamic Forms.pdf](#)
2. You will need to enter in the specific course information from step 2
3. **Please make sure you put your counselor name and email address in the principal or school contact portion of the form -**

Ms. Goldman - lindsay.goldman@coronadousd.net (last names A-Fe)

Ms. Johnston - kristine.johnston@coronadousd.net (last names Fi-O)

Mr. Cummins - morgan.cummins@coronadousd.net (last names P-Z)

Ms. Ereno - Kristen.ereno@coronadousd.net

4. Please note: Once you submit this form it will be sent to the parent/guardian you indicated on the form requesting their signature. Once the parent/guardian signs and submits the form it will then go to counselor Ms. Ereno indicated on the form to sign.
 - a. Parent/Guardian: Your parent/guardian will be receiving a link to their email. If you do not see an email, please check your junk/spam folder. Once you click on the link, you will have to create an account with Dynamic forms and verify your account. After verifying your account, log in to Dynamic forms from your original email and sign your portion of the form. Once all signatures are complete it will automatically be sent to Admission and Records for processing. We will start registering students on the first day of open registration.

Step 4: Login to your GCCCD Account and Authenticate your Account

1. Access your [GCCCD Portal](#)
 - a. When you received your GCCCD ID and username in an email from the college with links to authenticate your Microsoft account and login to Self-Service
 - i. Click on the blue buttons to authenticate your account and login (to be ready for step 4)
 - ii. To find your enrollment, Go to Self-Service > Go to Plan & Schedule > Go to Current Term > Ensure you are enrolled in the class (It will say Registered)

Step 5: Self-Register for the Class & Confirm Enrollment

2. Once you receive the email from Grossmont/Cuyamaca Dual Enrollment that your course has been approved and you can register yourself, please complete the step below:
 - a. Got to <https://www.gcccd.edu/index.php> and Login to Self-Service (upper-right corner) and add the course decided upon
 - i. The following link has a video showing you how to register you for the class:
<https://www.grossmont.edu/admissions/how-to-register-for-classes>
 - b. Ensure you are enrolled in the class by making sure the blue button says Registered

Need Help?

- Dual Enrollment email: grossmont.dual@gcccd.edu
- Admissions:
 - Grossmont Admissions - Grossmont.Admissions@gcccd.edu 619-644-7186
 - Cuyamaca Admissions - Cuyamaca.Admissions@gcccd.edu 619-660-4275