



High School

ENROLLMENT GUIDE

1

APPLY FOR ADMISSION

- Create an account and submit a Merced College application [here](#).

2

COMPLETE A PERMIT FOR SPECIAL K-12 STUDENTS

- Download, complete and save one permit for each class.
- Fill and sign the top portion with a parent/guardian. Include each course name and its section number. [Accessible here](#).

3

GET PERMIT SIGNED BY YOUR HIGH SCHOOL ADMINISTRATION

- Send your form(s) via email to an administrator at your high school for a digital signature / statement of approval from their official school associated email address.

Note: English 01A is open to eligible 11th and 12th graders only.

4

GET PERMIT SIGNED BY A MERCED COLLEGE COUNSELOR

- Schedule an appointment via LiveChat [here](#) or email ecounselor@mccd.edu. Please include your MC ID#.

5

SCHEDULE REQUEST FORM

- We will **not require** this form **unless** the student has a wet signature on one to override a prerequisite or an instructor has signed them into a class. Digital signatures and statements of approval are acceptable; follow above. [Accessible here](#).

6

SUBMIT FORMS TO THE ADMISSIONS & RECORDS OFFICE

- Once all of the above are done, attach ALL completed forms to a single email and send to: K12admissions@mccd.edu

- NOTE: Students who have never taken a Merced College course before may not be able to use their student email. Please use your high school associated or personal email used when applying to Merced College. If you cannot scan the forms, you may submit a legible picture.

- NOTE: Parents wishing to complete or discuss enrollment or records information on behalf of their student requires the student to complete and submit an Authorization to Release Information form to Admissions. [Accessible here](#)

QUESTIONS?

Email us at outreach@mccd.edu OR K12admissions@mccd.edu OR get assistance via LiveChat assistance on the following webpages:

<https://www.mccd.edu/getstarted/apply.html> OR
<https://www.mccd.edu/resources/admissions-records/index.html>