



MERCED
COLLEGE

K-8th Grade

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 one permit for each class you are interested in taking. Fill and sign the top portion with a parent/guardian. Include each course name AND its section number. Save before sending. [Accessible here](#).

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

3

GET PERMIT SIGNED BY YOUR SCHOOL'S ADMINISTRATION

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

Note: Students planning to take an English / Math course must be recommended by and receive all signatures from their Principal.

4

GET PERMIT SIGNED BY MERCED COLLEGE EMPLOYEES

- Schedule an appointment to get a Merced College Counselor's signature on your K-12 Permit via LiveChat [here](#), or email ecounselor@mccd.edu. Please include your Merced College ID.

- An Area Dean's signature is also required for K-8 students. Identify which Dean you need to contact [here](#).

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. [Access here](#) if needed

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 school-associated or personal email used to apply 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>