



CCAP

ENROLLMENT GUIDE

1

APPLY FOR ADMISSION

- Create an OpenCCC account and submit a Merced College application, [here](#). K-12 students must reapply each semester.

QUICK TIP: When creating your account, use a PERSONAL email address, NOT one associated with your current high school. Include your full legal name, do not use nicknames or initials. If you have a Social Security Number and might attend Merced College after graduating high school, it is beneficial to include it when applying, though not required.

2

IDENTIFY WHICH CLASS(ES) TO TAKE

- Check with a counselor at your high school to verify that your school offers Merced College CCAP courses. Work with your counselor to review course offerings and to determine and which course(s) you are eligible to take.

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

3

BEGIN K-12 PERMIT

- Download, complete, and save one permit for each class. Accessible, [here](#).
- Fill and sign the top portion with a parent/guardian.
- Be sure to include your Merced College ID# and each course name. Your high school's Pathway counselor will fill in the section number.

4

GET PERMIT SIGNED

- Email your form(s) to an administrator, typically an Associate Principal of Guidance, at your high school for a digital signature / statement of approval from their official school associated email address. Pathway counselors may either sign as the "Approving K-12 Official" OR as the "College Counselor", not both.



5

SUBMIT K-12 PERMIT

- Submit your K-12 permit to your school's Pathway Counselor, who will forward your permit(s) to the Merced College to Admissions & Records for enrollment processing. A Merced College Counselor will sign your permit, as needed.

NOTE: If you cannot scan the form(s), you may submit a legible picture. Once signed, your forms will be forwarded to Admissions & Records on your behalf for enrollment processing.

6

VERIFY ENROLLMENT

- If any information is missing, you will receive an email reply and may need to resubmit after adding the missing information.

- View your academic plan in your Merced College Portal to verify your enrollment. You will not receive a confirmation email from Admissions & Records.

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 Student Information form to Admissions. Accessible [here](#).

HAVE QUESTIONS?

Admissions & Records

Email: K12admissions@mccd.edu or use their LiveChat, [here](#).

Outreach team

Email: outreach@mccd.edu or use their LiveChat, [here](#).