

Steps to Enroll in Dual Enrollment Classes at Los Medanos College

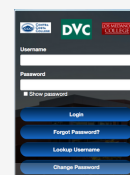
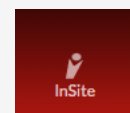
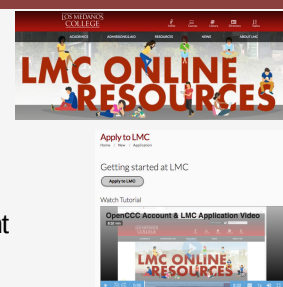
1 GET YOUR LMC ID#

☐ ☒ CREATE A CCCAPPLY ACCOUNT AND APPLY TO LMC

- Go to the Los Medanos College Application page at <https://www.losmedanos.edu/new/new.aspx>
- Click on Apply to LMC
- Click on Create an account (CCCAppl) and follow the instructions to create the CCCApply account
- **Continue** to complete the LMC application and click submit (*be sure to choose the correct term*)
- **Await** email from InSite (LMC Student Portal) with your LMC student ID#, username & password
 - Email may take up to 24 hours to appear. Be sure to check your spam/junk folders

LOG INTO YOUR INSITE PORTAL

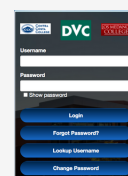
- Go to your personal email & locate the email from InSite with your LMC student ID#, username, & password
- Log into your InSite Portal (www.losmedanos.edu & click the InSite button)
- Enter your username & password
 - You will be prompted to create a new password & create challenge questions



2 GET PERMISSION TO ENROLL

☐ ☒ FORM 1: COMPLETE YOUR DUAL ENROLLMENT **AUTHORIZATION** FORM

- Log into your InSite Portal (www.losmedanos.edu & click the InSite button)
- Click on the LMC Student Forms tile
- Click on Dual Enrollment Authorization Form
(*You will only complete this form ONCE during your high school years*)



☐ ☒ YOU Fill out & submit the Authorization form

YOU cannot fill out the Parent & Administration portion of the form, even though it has a required asterisk symbol. IF you are an undocumented/non-resident student, please make sure you check the SB-150 box & sign your name.*

☐ ☒ Your counselor fills out & submits the Authorization form

☐ ☒ Your parent fills out & submits the Authorization form

- Your parent/guardian will receive an email link to create their own login credentials/account in order to sign & submit the form (ONLY for students younger than 18 yrs)



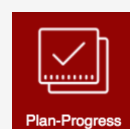
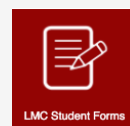
***PLEASE NOTE:** Parents will be required to "Create an Account" in order to sign the Dual Enrollment Forms. This is **separate from the student**.
CAUTION - using the same computer & browser as your student (i.e. Chrome, IE, Firefox, etc.) may cause sign-in issues. Try creating your (parent) account on a different electronic device or use a different browser on the same device.

- The LMC Admissions Department will receive the completed form for processing and to keep on file for any other Dual Enrollment courses you would like to enroll in in the future.

Continue to complete the Dual Enrollment Registration Form. You must complete BOTH forms!

☐ ☒ FORM 2: COMPLETE YOUR DUAL ENROLLMENT **REGISTRATION** FORM

- Return to your LMC Student Forms tile.
- Click on the Dual Enrollment Registration Form
- Complete & submit the form



☐ ☒ YOU sign & submit the Registration form

☐ ☒ Your counselor will sign & submit the Registration form which will then come back to YOUR InSite email. (they will add in the class(es) that you have been approved to register for in this program.)

☐ ☒ YOU sign & re-submit the Registration form AGAIN (to finalize registration authorization ONLY, you still need to **REGISTER** in STEP 3.)

☐ ☒ YOU will receive ANOTHER email in your LMC InSite account with instructions on how to finalize **REGISTRATION** for your course in the Plan-Progress tile.**

****PLEASE NOTE:** This process MAY take 1-3 DAYS as each person fills out the form and it is emailed to the next person for signing. YOU MUST CHECK YOUR PERSONAL/INSITE EMAIL OFTEN! This way you will know when it comes back fully signed.

LMC IT Help desk phone (925) 229-6888

LMC Admissions & Records (925) 473-7500

Steps to Enroll in Dual Enrollment Classes at LMC Continued

3 REGISTER FOR CLASS(ES)

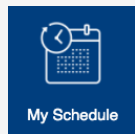
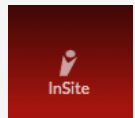
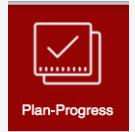
✓ REGISTER FOR YOUR DUAL ENROLLMENT CLASS(ES)

- Log into your InSite Portal (www.losmedanos.edu) & click the InSite button)
- Click on the "Plan-Progress" tile
- Click on "Plan and Register"
- In the course search bar, type in the course you would like to add to your plan.
- Click on View Available Sections for your class and add your approved section to your schedule
 - You can find the correct section numbers on the Dual Enrollment Registration Form that was emailed to you or from your high school counselor
- Once you add the course to your schedule, **return** to Plan and Schedule
- Click on Register under your class name (make sure you are on the correct term, i.e. Fall, Spring, etc.)

✓ CONFIRM YOUR REGISTRATION

- Return to your LMC Student Tiles page
- Click on "My Schedule" tile
- Choose the correct term/semester
- If you see your class(es) listed here:

CONGRATS! YOU ARE REGISTERED!***



*****PLEASE NOTE!!! It will take 2-4 hours after you complete registration for your CANVAS to be ready to login to & view your class(es) or to enroll in the Early College Credit Online Orientation.**



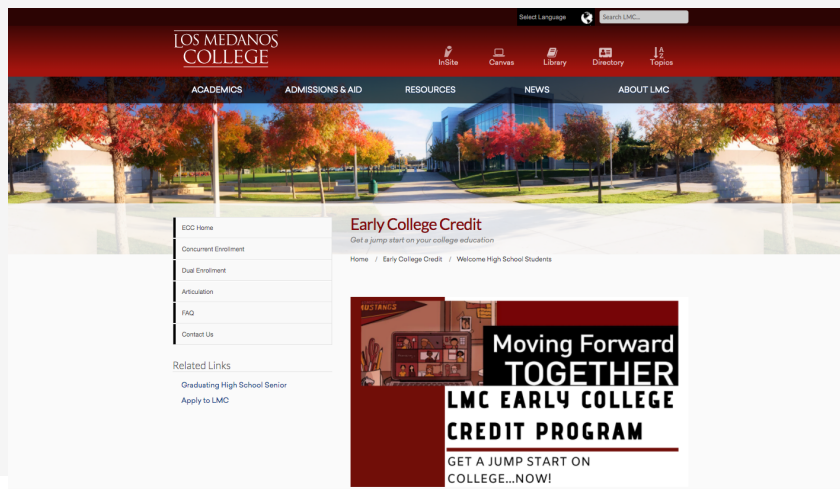
WELCOME AND NEXT STEPS!



Welcome to LMC's Dual Enrollment program! We have created an easy, online Orientation for Early College Credit students to help you get started with online classes at LMC. **Once you have registered for your Dual Enrollment course**, you can log into your InSite portal to access the Orientation or go to the LMC Early College Credit webpage at www.losmedanos.edu/earlycollegecredit and click on the Orientation Enrollment button.

(Please note that it may take 2-4 hours after you complete registration for your CANVAS account to be active for you)

We encourage you to complete your online Orientation modules as soon as you are enrolled in the course, in order to help you be well prepared to start. Wishing you an excellent educational experience here at LMC!



LMC IT Help desk phone (925) 229-6888
LMC Admissions & Records (925) 473-7500