

Dual Enrollment Step-by-Step Process For our High School Partners

HIGH SCHOOL PARTNERS:

Alternative Education Center, Barstow High School, Baker District, Central High (Continuation) School, Mojave River Academy, and Silver Valley High School

STEP 1: APPLY TO BARSTOW COMMUNITY COLLEGE

Students will need to complete an OPENCCC application in order to become a Barstow Community College student.

STEP 2: COMPLETE AND SUBMIT THE DUAL ENROLLMENT AGREEMENT FORM

Students must complete the form and get all required signatures before submitting it to the Barstow High School counselor for processing. Your High School Counselor will inform you when you have been registered for the college course.

STEP 3: LOG INTO THE MYBCC SINGLE-SIGN ON PORTAL TO ACCESS YOUR COLLEGE COURSE THROUGH CANVAS

Students must log into their MYBCC portal to access their student email and college course. As a Dual Enrollment student, you are responsible and expected to log into your course and complete all coursework required for your college class. You are responsible for your grade in the college course. If you are struggling, please contact your college professor, high school counselor, and college counselor.



Have Questions? Please email: dual@barstow.edu

Dual Enrollment Step-by-Step Process for NON-High School Partners

STEP 1: APPLY TO BARSTOW COMMUNITY COLLEGE

Students will need to complete an OPENCCC application in order to become a Barstow Community College student.

STEP 2: COMPLETE AND SUBMIT THE DUAL ENROLLMENT AGREEMENT FORM

Students must complete the form and get all required signatures before submitting it to the Barstow Community College Admissions & Records office for processing.

STEP 3: LOG INTO THE MYBCC SINGLE-SIGN ON PORTAL

Students will need to complete their online orientation, before they are able to register for their classes in the MYBCC portal.

STEP 4: REGISTER FOR CLASSES

Once the Dual Enrollment Agreement form has been processed by the Admissions & Records office and the online orientation has been completed, students must then log into their MYBCC portal to register for their classes.

STEP 5: LOG INTO CANVAS TO ACCESS COURSE

As a Dual Enrollment student, you are responsible and expected to log into your course and complete all coursework required for your college class. You are responsible for your grade in the college course. If you are struggling, please contact your college professor, high school counselor, and college counselor.



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Registration Help Video Tutorials

How to Register for Classes

Go to the following link or scan the QR code to view the video tutorial showing you how to register for a BCC course



barstow.edu/yt-register

How to Register with a CRN

If you have the CRN for your course, please go to the following link or scan the QR code for instructions



barstow.edu/yt-crn

How to Register for a Waitlisted Course

If a class is full, a student can add onto the waitlist to enroll in the class if a seat becomes available.

Students must then reach out to the instructor by email to request an add authorization to see if they can enroll in their course.

Go to the following link or scan the QR code for waitlist instructions



barstow.edu/yt-waitlist

How to Register with an Add Code

If the professor provides the student with an add code, they will need to register with that specific code.

If the student is on the waitlist, they will need to drop the class, and then re-enroll utilizing the add code.

Go to the following link or scan the QR code to view how to register with an add code



barstow.edu/yt-addcode

Add Code Email Template

Subject Line: COURSE NAME (CRN) Add Code Request

Hello Professor (LAST NAME),

My name is STUDENT FIRST NAME & LAST NAME (B# 00000000). I hope this email finds you well. I am interested in taking your COURSE (CRN) class. EXPLAIN WHY YOU NEED THIS COURSE. May I possibly get an add code for your course?

I would greatly appreciate the opportunity to take your course. I look forward to hearing from you.

Thank you,
STUDENT NAME



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Grades & Drop Deadlines

The Importance of Grades

It is very important to regularly check your progress in your college course. By consistently checking your grades, you can see how you are doing and connect with your professor to resolve any concerns in a timely manner.

If you feel that you will **not be able to pass your course**, please reach out to your high school counselor and college counselor as soon as possible! We are here to help you be a successful college student!

Any grade that you receive at Barstow Community College will need to be reported to any other college/university you attend. These grades always need to be reported, so it is important that you express grade concerns to your high school and college counselor as soon as possible.

Tip: If you have a C, D, or F in your college course, reach out to your college professor to see if there is anything you can and then connect with your high school & college counselor!

The Importance of Drop Deadlines

It is the **student's responsibility to drop a course**. It is NOT the responsibility of the instructor or college staff

If you are in **danger of earning a "D" or "F"**, you may want to consider **dropping the course with a "W"**. This means that you have decided to withdraw instead of earning a non-passing grade. A "W" does not get calculated into your college GPA.

Last Day to Drop Without an Academic Record (No W): This is the last day to drop to avoid receiving a "W" (withdrawal) posted to your official academic record (transcript).

Last Day to Drop With a Penalty (With a W): This is the very last day you can drop the class. A "W" (withdrawal) will be posted to your official academic record (transcript) but will not be calculated toward your college GPA.

Once the last day to drop with a "W" deadline date has passed, you will receive a grade in the course regardless of whether you complete it or not.

Make sure to contact your high school and college counselor if you would like to drop a course.

How to Drop a Class & Check Drop Deadlines

Go to the following link or scan the QR code to learn how to drop a course

barstow.edu/yt-drop



How to Schedule a Counseling Appointment

Go to the following link or scan the QR code to learn how to schedule an appointment with a college counselor

barstow.edu/yt-cappt



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