

How to set up a New Concurrent Enrolled Student using Dynamic Forms

STEP 1: Access Concurrent Form Link

Access the appropriate Concurrent form based on teaching institution.

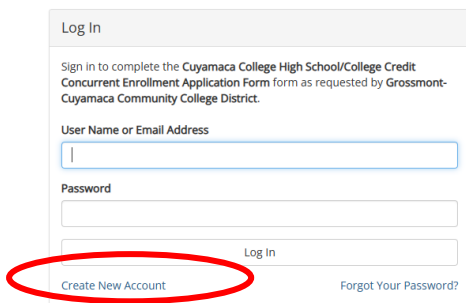
[Cuyamaca College High School/College Credit Concurrent Enrollment Form New Students](#)

[Grossmont College High School/College Credit Concurrent Enrollment Form New Students](#)

STEP 2: Create an Account

Students who are new to GCCCD and do not have a student email with GCCCD will need to create a new account with Dynamic Forms.

Please select the **Create a New Account** button to create their account.

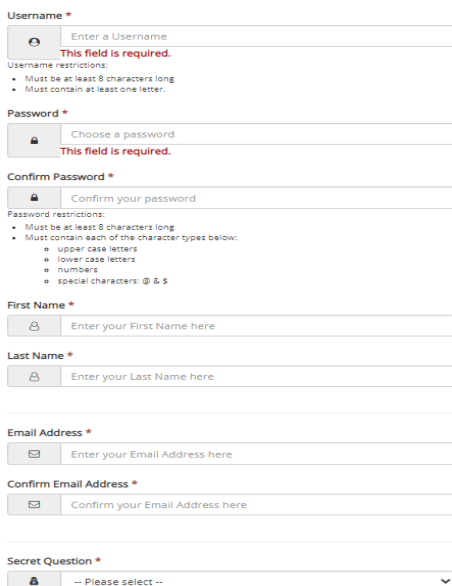


The screenshot shows a 'Log In' form with the following fields: 'User Name or Email Address', 'Password', and a 'Log In' button. Below the 'Log In' button, the 'Create New Account' link is circled in red. There is also a 'Forgot Your Password?' link.

Create Account

Our enrollment process is fast, easy and secure. Once enrolled, you will immediately have convenient online access to complete required forms, view pending forms, and review your completed forms history.

Please complete all of the information below



The screenshot shows the 'Create Account' page with the following fields and instructions:

- Username ***: Enter a Username. This field is required. Username restrictions: Must be at least 8 characters long; Must contain at least one letter.
- Password ***: Choose a password. This field is required. Password restrictions: Must be at least 8 characters long; Must contain each of the character types below: upper case letters, lower case letters, numbers, special characters: @ & \$.
- Confirm Password ***: Confirm your password.
- First Name ***: Enter your First Name here.
- Last Name ***: Enter your Last Name here.
- Email Address ***: Enter your Email Address here.
- Confirm Email Address ***: Confirm your Email Address here.
- Secret Question ***: -- Please select --

On the Create Account page, follow the instructions to enroll.

Students can select their own username, password and a security question.

Once all of the fields are completed, hit the Create Account button.

Please make sure to NOT use a parent or guardians email, as parents and guardians will need their own account.

STEP 3: Check Email

A confirmation email is sent to the email address.



notify Inbox Confirm your email - ! In order to complete your account registrati

STEP 4: Confirm Email

Students will need to follow the link in this email to successfully activate their account.

notify@ngwebsolutions.com

to me

Hello Test, Thank you for creating a Dynamic Forms account!

In order to complete your account registration, you must confirm your email by visiting the link below:

[Confirm Email](#)

Once the link in the email is clicked, the student will be taken back to Dynamic Forms and told that their account is activated.

Account Activated!

Congratulations, you have successfully activated your account.

Continue

STEP 5: Click Continue

Click the Continue button. It will take you to your specific form that needs to be completed OR your Dynamic Forms Home page.



High School/College Credit Concurrent Enrollment Application Form

Every student wishing to receive credit for their dual enrolled course must complete this registration form for every course, every semester. Please pay special attention to the first box as a GCCCD application must be submitted or already on file.

Important information about our Concurrent Enrollment Program:

The High School Concurrent Enrollment Program allows eligible students to enroll in college courses located at Grossmont or Cuyamaca College, or through the respective colleges online. Students earn college credit while also attending high school.

Students can enroll in up to 11.0 units in the Fall and Spring semester, and 6 units in the Summer session.

Each section of the High School/College Credit Concurrent Enrollment Application Form must be completed each semester. Incomplete forms will not be processed.

After completion of high school, students who desire to keep attending Grossmont and/or Cuyamaca College must submit proof of graduation to the Admissions and Records Office before registering for courses.

STEP 5: Review, Complete and sign the Form

Please complete all the required fields and sign the form.

Part A: Student Information - all information in this section is required.

Which college will you be attending?

Semester: Spring Summer / Fall Year:

Student Last Name: Student First Name: Middle Name:

Student ID: DOB:

Student Email: Phone Number:

Student Address:

City: State: Zip:

Parent or Guardian Information:

Parent's or Guardian's email address CANNOT be the same as the students.

Parent or Guardian Last Name: Parent or Guardian First Name: Parent or Guardian Email:

Part B: Student School Information

I am currently enrolled at the following High School: Select Grade Level:

Are you participating in a Home School Program?

****Note: If homeschooled, please provide a copy of the Affidavit for Homeschooling, filed with the CA Department of Education, at the time of submitting this form. Please submit a new Affidavit for Homeschooling each academic year of attendance.****

High School Counselor Information:

Approver First Name:

Approver Last Name:

Approver Email Address:

Part C: GCCCD Registration Form

| GCCCD Course Title | Section Number | Course Units: | Semester |
|----------------------|----------------------|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |

NOTE: Dual Enrollment students are only eligible to register for 11 GCCCD units per semester.

Part D: Student School Information

The college has the right to restrict enrollment for any reason of health and safety, the preparedness of the student, availability and college board policy. Please review the program policies below to ensure you have a successful experience at GCCCD.

1. Maximum Units: GCCCD allows eligible 9th-12th grade students to register in a maximum of 11 units for Fall and Spring, and 8 units for summer within the Concurrent Enrollment Program.
2. Fees: Enrollment fees will be waived; however, students are still responsible for all miscellaneous fees charged.
3. Pre-requisite Requirement: Students must satisfy course prerequisites, placement, and eligibility requirements, if applicable. Proof may be required. Please contact the Counseling Office (Grossmont or Cuyamaca) for more information.
4. Grades: Students will receive college credit for courses, establishing a permanent academic college record of grades earned.
5. Rules and Regulations: All GCCCD College Dual Enrollment students are responsible for complying with the rules and regulations of the college as published in the GCCCD catalog and schedule of classes.

I have read, understand, and agree to the above policies and requirements. I agree to enroll in courses recommended by my high school official. I understand that these courses are subject to all terms and conditions associated with college enrollment. I have read the Admissions Regulations (above) and the "High School Concurrent Enrollment Information Sheet" and agree to abide by them.

(click to sign)

Student Signature _____ Date _____

How to reset Password:

If you forget your password, use [this link](#).

1. Enter the registered email for the account
2. Enter the answer to your secret question to send a reset password link to your email.
3. Check your email. You should have received an email from notify@ngwebsolutions.com to reset your password. If you don't see it, check in your spam folder. The link will expire once it is used.
4. Click on the link and create a new password so you can log in to Dynamic Forms.